
MINIMUM STANDARDS FOR LOCAL JUVENILE FACILITIES

TITLE 24 PART 1, SECTION 13-201 AND PART 2, SECTION 460A

2003 GUIDELINES

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INTRODUCTION

Physical Plant Guidelines Minimum Standards for Juvenile Facilities Title 24, Parts 1 and 2, California Code of Regulations

The purpose of these physical plant guidelines is to assist facility administrators and managers, architects, construction managers and city/county planners in understanding and meeting minimum standards for designing, building and/or remodeling a locally operated juvenile detention facility. These standards are contained in **Title 24, Parts 1 and 2, California Code of Regulations (CCR)**.

Since facility operation is in large part defined by physical plant design, individuals involved in construction planning should be familiar with the operational regulations for local juvenile detention facilities. The Board of Corrections (Board) also publishes guidelines for these regulations, which are found in **CCR Title 15**. In addition, there are other state and federal requirements that have an impact on the physical plant (e.g., fire and life safety regulations in CCR Titles 24 and Title 19, and the Americans with Disabilities Act).

The **Minimum Standards for Juvenile Facilities**, both **Title 24** and **Title 15**, are the result of careful consideration by facility administrators, managers, staff and other subject matter experts working in conjunction with Board members and staff. The regulations are regularly reviewed and updated pursuant to **Welfare and Institutions Code Sections 210 and 885**, which require the Board to establish standards for juvenile facilities.

Penal Code Section 6029 requires the Board to review and make recommendations on plans for constructing or remodeling:

"...every jail, prison, or other place of detention of persons charged with or convicted of crime or of persons detained pursuant to Juvenile Court Law...or the Youth Authority Act...if those plans and specifications involve construction, reconstruction, remodeling, or repairs of an aggregate cost in excess of fifteen thousand dollars (\$15,000)...No state department or agency other than the board shall have authority to make recommendations with respect to plans and specifications for the construction of county jails or other county detention facilities or for alterations thereto..."

While this statute requires Board review only if construction, remodeling or repair exceeds \$15,000, the Board should be contacted in all instances where regulations may be involved, regardless of the cost. Discussion with Board staff may help jurisdictions avoid unanticipated problems such as those that could result from conversion of a storage space to housing or moving a wall. Failure to consider the regulatory impact of such changes could subject local agencies to unnecessary expense and exposure to litigation. The plan review provides recommendations that focus on compliance with regulations, which is required whenever state/federal funded construction occurs.

Title 24, Part 1, Section 13-201, addresses the initial planning process for local detention facilities and provides general principles to govern facility design. **Title 24, Part 2, Section 460A**, provides specific minimum standards for the design and furnishing of a facility. Throughout **Title 24**, reference is made to the operational program statement that is prepared for the planned facility pursuant to **Title 24, Section 13-201(c)3**. This statement is the basis for determining capacities. The operation of the facility should drive its design, and careful planning at this stage is linked to the operational strengths and limitations of the facility.

Typically, a local jurisdiction will contract with an architectural firm early in the design process. Selection of an architect is a critical part of the initial planning for new facilities. Working with knowledgeable architects who have prior detention facility planning and design experience may help to eliminate or reduce the potential for errors during the design of the new facility.

If an agency intends to construct a new juvenile facility or expand the rated capacity of a current facility, a needs assessment study must be completed pursuant to **Section 13-201(c)2**. For any remodeling or increase in capacity, the agency must consider all elements of a facility's design and capacity, as described in **Section 13-201(c)6, Design Requirements**. Additions to capacity are limited by the constraints of the physical plant. One cannot change part of the plant if all the other elements cannot support the change. For example, to add beds to a housing unit, there must be enough square footage, seating, toilets, exits, etc., to support the new total number of beds. Unless every element is adequate, the rated capacity cannot be increased. (Please see **Section 13-201(c)2** and **Section 13-201(c)6** and the guidelines to these sections in **Part 1** of this document for additional discussion of capacity and design considerations.)

Each detention facility must have a State Fire Marshal approved manual and an automatic fire alarm system that responds to products of combustion other than heat. This system must be installed as set forth in the **California Building Code, Appendix Chapter 3A, Section 330A.1**, and provided throughout all buildings for the purpose of alerting staff. Heat detectors may be used in rooms or areas where smoke detectors are undesirable, such as bathrooms, laundry rooms, kitchens and unusable space under floors. When placing smoke detectors, consider a juvenile's ability to damage or tamper with the device. Locating smoke detectors in return air ducts in housing areas, behind grilles or in other protected locations could address this concern.

A "staff alerting" fire alarm must sound at all staff control stations on the floor of activation and an audible and visual signal must be indicated on an annunciator at the facility control center upon activation of any automatic extinguishing system, automatic detection system or any smoke detector or manual actuating or initiating device. In addition, all staff control stations in a housing unit must have an audible, visual and manual alarm. Manual fire alarm boxes and fire alarm pull stations may be locked, provided staff is present within the restraint area (when occupied) and have keys readily available to operate the boxes.

When designing the fire protection system for a local detention facility, the planning team should be familiar with the sections of **Title 15** relating to emergency procedures, including **Section 1323, Fire and Life Safety, Section 1325, Fire Safety Plan** and **Section 1327, Emergency Procedures**, as well as the State Fire Marshal's regulations in **Title 19** and **Title 24**. Advance planning for emergency procedures will assure that the emergency response system is operationally appropriate.

An instructor's manual and information on fire protection related regulations are available on the Board's website under "Publications" (**Fire and Life Safety in Juvenile and Adult Detention Facilities: An Instructor's Manual** and **Fire and Life Safety in Local Juvenile and Adult Detention Facilities: Regulations and Guidelines**).

Decisions about the facility's locking system will have a major impact on safety and efficiency. Since the range of options is large, from not using keys except in emergencies to needing a key to open each door, it is essential that exploration and discussion of possible alternatives begin when preliminary plans are being drawn. **Chapter 10** of the **California Building Code** requires that all locked doors must be capable of release by a "manual locking" device located at a height on the door that is easily operated by all staff. Only one key can be required to unlock the door and using ladders, stools, or similar equipment to reach the locking device is not allowed.

Architects should avoid overly complex locking systems. As a general rule, the system should incorporate the smallest number of different keys that is consistent with good security. As part of their visits to existing facilities, a facility planning team should pay particular attention to the operation of locking systems. Placement of switches and indicator lights on control panels, as they relate to door operation, fire alarms and communications subsystems, should be noted and discussed with facility personnel. The individuals who will be expected to operate the new facility should be given the opportunity to comment and make suggestions about the proposed system.

Throughout the **Title 24** regulations (including **Section 460A.2, Design Criteria for Required Spaces**), reference is made to "clear ceiling height." This means the height of the ceiling must be free from any obstruction, obstacle or fixture. A clear ceiling height of eight or more feet means the bottom of all light fixtures, sprinklers, smoke detectors, screens around fixtures, and other devices which may be mounted on or in the ceiling must be more than eight feet from the floor, leaving at least eight clear, unimpeded feet of vertical space, floor to ceiling.

Title 24, Section 13-201(c)7 authorizes the Board to approve pilot projects and **Section 13-201(c)8** authorizes the Board to grant an alternate means of compliance when certain conditions are met. These options are available for construction approaches that meet or exceed the intent of a particular regulation in a unique or innovative manner.

The Board has a series of five **Corrections Planning Handbooks** that are available to assist in the planning of detention facilities. They are as follows:

Handbook One: Learning About Corrections and Correctional Facilities;
Handbook Two: Starting the Corrections Planning Process;
Handbook Three: Assessing Current and Future Corrections Needs;
Handbook Four: Determining the Feasibility of Developing a Facility; and,
Handbook Five: The Correctional Facility Development Process

In addition, Board staff is available to provide interpretation and assistance when questions arise about the regulations or guidelines, and there are a number of resources available on the Board's website (www.bdcorr.ca.gov).

SECTION 13-201 (A) DEFINITIONS.

The following definitions shall apply:

"Administering medication," as it relates to pharmaceutical management, means the act by which a single dose of medication is given to a patient by licensed health care staff. The single dose of medication may be taken either from stock (undispensed) or dispensed supplies.

"Alternate means of compliance" means a process for meeting or exceeding the intent of the standards in an innovative way as approved by the Board of Corrections pursuant to an application.

"Appeal hearing" means an administrative procedure providing an appellant with an opportunity to present the facts of the appeal for the formal decision concerning matters raised pursuant to the purposes set forth in these regulations. Such hearing may be conducted using oral and/or written testimony as specified by the Executive Director of the Board of Corrections or the Board of Corrections.

"Appellant" means a county or city which files a request for an appeal hearing.

"Authorized representative" means an individual authorized by the appellant to act as its representative in any or all aspects of the hearing.

"Board" means the State Board of Corrections, which acts by and through its executive director, deputy directors, and field representatives.

"Camp" means a juvenile camp, ranch, forestry camp or boot camp established in accordance with Section 881 of the Welfare and Institutions Code, to which minors made wards of the court on the grounds of fitting the description in Section 602 of the Welfare and Institutions Code may be committed.

"Child supervision staff" means a juvenile facility employee, whose duty is primarily the supervision of minors. Administrative, supervisory, food services, janitorial or other auxiliary staff is not considered child supervision staff.

"Committed" means placed in a jail or juvenile facility pursuant to a court order for a specific period of time, independent of, or in connection with, other sentencing alternatives.

"Contact" means communications, whether verbal or visual, or immediate physical presence.

"Contraband" is any object, writing or substance, the possession of which would constitute a crime under the laws of the State of California, pose a danger within a juvenile facility, or would interfere with the orderly day-to-day operation of a juvenile facility.

"Control Room" is a continuously staffed secure area within the facility that contains staff responsible for safety, security, emergency response, communication, electronics and movement.

"Court holding facility for minors" means a local detention facility constructed within a court building used for the confinement of minors or minors and adults for the purpose of a court appearance, for a period not to exceed 12 hours.

"Delivering medication," as it relates to pharmaceutical management, means the act of providing one or more doses of a prescribed and dispensed medication to a patient.

"Department" means the Department of the Youth Authority.

"Developmentally disabled" means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental retardation, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals. .

"Direct visual observation" means staff must personally see minor's movement and/or skin. Audio/video monitoring may supplement but not substitute for direct visual observation.

"Direct visual supervision" means staff constantly in the presence of the minor. Audio/video monitoring may supplement but not substitute for direct visual supervision.

"Dispensing," as it relates to pharmaceutical management, means the interpretation of the prescription order, the preparation, repackaging, and labeling of the drug based upon a prescription from a physician, dentist, or other prescriber authorized by law.

"Disposal," as it relates to pharmaceutical management, means the destruction of medication or its return to the manufacturer or supplier.

"Emergency" means a significant disruption of normal facility procedure, policy or operation caused by civil disorder, single incident of mass arrest of juveniles or natural disasters such as flood, fire or earthquake; and which requires immediate action to avert death or injury and to maintain security.

"Executive Director" means the Executive Director of the Board of Corrections.

"Exercise" means an activity that requires physical exertion of the large muscle group.

"Facility administrator" means chief probation officer, sheriff, marshal, chief of police or other official charged by law with administration of the facility.

"Facility manager" means director, superintendent, police or sheriff commander or other person in charge of the day-to-day operation of a facility holding minors.

"Filing date" means the date a request for an appeal hearing is received by the Executive Director of the Board of Corrections.

"504 plan" means a written educational plan developed by a group of educators, administrators, parents and other relevant participants pursuant to Section 504 of the Federal Rehabilitation Act of 1973; Title 29 of the United States Code, Section 794; and Title 34 of the Code of Federal Regulations, Part 104, that addresses the needs of a disabled student, as defined under section 504.

"Furlough" means the conditional or temporary release of a minor from the facility.

"Health administrator" means that individual or agency that is designated with responsibility for health care policy pursuant to a written agreement, contract or job description. The health administrator may be a physician, an individual or a health agency. In those instances where medical and mental health services are provided by separate entities, decisions regarding mental health services shall be made in cooperation with the mental health director. When the administrator is other than a physician, final clinical judgments rest with a designated responsible physician.

"Health care" means medical, mental health and dental services.

"Health care clearance" means a non-confidential statement which indicates to child supervision staff that there are no health contraindications to a minor being admitted to a facility and specifies any limitations to full program participation.

"Hearing panel" means a panel comprised of three members of the Board of Corrections who shall be selected by the Chairman at the time an appeal is filed. A fourth member may be designated as alternate. Members designated to the hearing panel shall not be employed by, or citizens of, the county or city submitting an appeal.

"Individual Education Program" (IEP) means a written statement determined in a meeting of the individualized education program team pursuant to Education Code Section 56345.

"Inmate worker" means an adult in a jail or lockup assigned to perform designated tasks outside of his/her cell or dormitory, pursuant to the written policy of the facility, for a minimum of four hours each day on a five day scheduled work week.

"Jail" means a Type II or III facility as defined in the "Minimum Standards for Local Detention Facilities."

"Juvenile facility" means a juvenile hall, juvenile home, ranch or camp, forestry camp, regional youth education facility, boot camp or special purpose juvenile hall.

"Juvenile hall" means a county facility designed for the reception and temporary care of minors detained in accordance with the provisions of this subchapter and the juvenile court law.

"Labeling," as it relates to pharmaceutical management, means the act of preparing and affixing an appropriate label to a medication container.

"Law enforcement facility" means a building that contains a Type I Jail or Temporary Holding Facility. It does not include a Type II or III jail, which has the purpose of detaining adults, charged with criminal law violations while awaiting trial or sentenced adult criminal offenders.

"Legend drugs" are any drugs defined as "dangerous drugs" under Chapter 9, Division 2, Section 4211 of the California Business and Professions Code. These drugs bear the legend, "Caution Federal Law Prohibits Dispensing Without a Prescription." The Food and Drug Administration (FDA) has determined, because of toxicity or other potentially harmful effects that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

"Licensed health care personnel" mean those individuals who are licensed by the State to perform specified functions within a defined scope of practice. This includes but is not limited to the following classifications of personnel: Physician/Psychiatrist, Dentist, Pharmacist, Physician's Assistant, Registered Nurse/Nurse Practitioner/Public Health Nurse, Licensed Vocational Nurse, and Psychiatric Technician.

"Living area" in a juvenile hall shall be a self-contained unit containing locked sleeping rooms, single and double occupancy sleeping rooms, or dormitories, day room space, water closets, wash basins, drinking fountains and showers commensurate to the number of minors housed, not to exceed 30 minors. A living unit shall not be divided by any permanent or temporary barrier that hinders direct access, supervision or immediate intervention or other action if needed.

"Local Health Officer" means that licensed physician who is appointed by the Board of Supervisors pursuant to Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within his/her jurisdiction.

"Lockup" means a locked room or secure enclosure under the control of a peace officer or custodial officer that is primarily for the temporary confinement of adults who have recently been arrested; sentenced prisoners who are inmate workers may reside in the facility to carry out appropriate work. Lockups are Type I or Temporary Holding facilities as defined in the "Minimum Standards for Local Detention Facilities."

"Maximum capacity" means the number of minors that can be housed at any one time in a juvenile hall, camp, ranch, home, forestry camp, regional youth education facility or boot camp in accordance with provisions in this subchapter.

"Mental Health Director" means that individual who is designated by contract, written agreement or job description to have administrative responsibility for the mental health program. The health administrator shall work in cooperation with the mental health director to develop and implement mental health policies and procedures.

"Minimum Standards for Local Detention Facilities" means those regulations within Title 15, Division 1, Subchapter 4, Section 1000 et seq. of the California Code of Regulations and Title 24, Part 1, Section 13-102, and Part 2, Section 470A of the California Code of Regulations, as adopted by the Board of Corrections.

"Minor" means a person under 18 years of age and includes those persons whose cases are under the jurisdiction of the adult criminal court.

"New Generation design" means a design concept for detention facilities in which housing cells, dormitories or sleeping rooms are positioned around the perimeter of a common dayroom, forming a housing/living unit. Generally, the majority of services for each housing/living unit (such as dining, medical exam/sick call, programming, school, etc.) occur in specified locations within the unit.

"Non-secure custody" means that a minor's freedom of movement in a law enforcement facility is controlled by the staff of the facility; and

- (1) the minor is under constant direct visual observation by the staff;
- (2) the minor is not locked in a room or enclosure; and,
- (3) the minor is not physically secured to a cuffing rail or other stationary object.

"Notice of decision" means a written statement by the Executive Director of the Board of Corrections which contains the formal decision of the Executive Director of the Board and the reason for that decision.

"On-site health care staff" means licensed, certified or registered health care personnel who provide regularly scheduled health care services at the facility pursuant to a contract, written agreement or job description. It does not extend to emergency medical personnel or other health care personnel who may be on-site to respond to an emergency or an unusual situation.

"Over-the-counter (OTC) drugs," as it relates to pharmaceutical management, are medications which do not require a prescription (non-legend).

"Pilot project" means an initial short-term method to test or apply an innovation or concept related to the operation, management or design of a juvenile facility, jail or lockup pursuant to an application to, and approval by, the Board of Corrections.

"Primary responsibility" is the ability of a child supervision staff member to independently supervise one or more minors.

"Procurement," as it relates to pharmaceutical management, means the system for ordering and obtaining medications for facility stock.

"Proposed decision" means a written recommendation from the hearing panel/hearing officer to the full Board of Corrections containing a summary of facts and a recommended decision on an appeal.

"Prostheses" means artificial devices to replace missing body parts or to compensate for defective bodily function. Prostheses are distinguished from slings, crutches, or other similar assistive devices.

"Psychotropic medication" means those drugs whose purpose is to have an effect on the central nervous system to impact behavior or psychiatric symptoms. Psychotropic medications include but are not limited to anti-psychotic, antidepressant, lithium carbonate and anxiolytic drugs, as well as anti-convulsants or any other medication when used to treat psychiatric conditions. Drugs used to reduce the toxic side effects of psychotropic medications are not included.

"Recreation" means an activities that occupy the attention and offer the opportunity for relaxation. Such activities may include ping-pong, TV, reading, board games, letter writing.

"Regional facility" means a facility serving two or more counties bound together by a memorandum of understanding or a joint powers agreement identifying the terms, conditions, rights, responsibilities and financial obligations of all parties.

"Remodeling" means to alter the facility structure by adding, deleting or moving any of the building's components thereby affecting any of the spaces specified in Title 24, Section 460A.

"Repackaging," as it relates to pharmaceutical management, means transferring medications from the original manufacturers' container to another properly labeled container.

"Request for appeal hearing" means a clear written expression of dissatisfaction about a procedure or action taken, requesting a hearing on the matter, and filed with the Executive Director of the Board of Corrections.

"Responsible physician" means that physician who is appropriately licensed by the State and is designated by contract, written agreement or job description to have responsibility for policy development in medical, dental and mental health matters involving clinical judgments. The responsible physician may also be the health administrator.

"Secure detention" means that a minor being held in temporary custody in a law enforcement facility is locked in a room or enclosure and/or is physically secured to a cuffing rail or other stationary object.

"Security glazing" means a glass/polycarbonate composite glazing material designed for use in detention facility doors and windows and intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment.

"Shall" is mandatory; **"may"** is permissive.

"Special purpose juvenile hall" means a county facility used for the temporary confinement of a minor, not to exceed 96 hours, prior to transfer to a full service juvenile facility or release.

"Status offender" means a minor alleged or adjudged to be a person described in Section 601 of the Welfare and Institutions Code.

"Storage," as it relates to pharmaceutical management, means the controlled physical environment used for the safekeeping and accounting of medications.

"Supervision in a law enforcement facility" means that a minor is being directly observed by the responsible individual in the facility to the extent that immediate intervention or other required action is possible.

"Supervisory staff" means a staff person whose primary duties may include, but are not limited to, scheduling and evaluating subordinate staff, providing on-the-job training, making recommendations for promotion, hiring and discharge of subordinate staff, recommending disciplinary actions, and overseeing subordinate staff work. Supervisory staff shall not be included in the minor to supervision staff ratio, although some of their duties could include the periodic supervision of minors.

"Temporary custody" means that the minor is not at liberty to leave the law enforcement facility.

"Use of force" means an immediate means of overcoming resistance and controlling the threat of imminent harm to self or others.

Guideline: This section establishes definitions for key terms used throughout the standards. These definitions are also included in **Title 24, Part 1, Section 13-201** and some are repeated in **Title 24, Part 2, Section 460A**. These definitions apply throughout the standards and are necessary for a common understanding of facility design, operations and programs. The definitions are the basis for determining the applicability of the standards and create a common frame of reference so that administrators, staff, funding agencies, boards of supervisors, city councils, facility inspectors and others can share a common vocabulary relative to issues facing facilities that house minors. These are the "terms of art" which underlie the **Minimum Standards for Juvenile Facilities**. While most definitions are self-explanatory and should be referenced whenever there is a question about a particular term, certain areas are highlighted below.

Facility/System Administrator: The facility administrator is usually the chief probation officer, sheriff, chief of police or other official charged by law with the administration of the facility. In a large system, the facility administrator is likely to be different from the facility manager who is the facility director, superintendent or comparable position. The facility manager has primary operational responsibility for a juvenile facility or, when minors are held in an adult facility, the local detention facility.

Pharmaceutical Management: Administering Medication, Delivering Medication, Dispensing, Disposal, Legend Drugs, Labeling, Over-the-Counter (OTC) Drugs, Repackaging, Storage, and Disposal, are limited to pharmaceutical management of legally obtained drugs covered in **Section 1438, Pharmaceutical Management**.

Health Administrator/Responsible Physician: The health administrator is responsible for health care policy pursuant to a written agreement or job description. A health administrator could be a local health officer, physician or medical administrator. There is a distinction between the health administrator and the responsible physician. While the administrator is a trained individual who has responsibility for developing and/or managing health care services, the responsible physician must be a licensed clinician who provides health care services and is the final arbitrator of clinical decisions. They may be the same person, but it is not required.

Maximum Capacity: Maximum capacity, frequently called "Board Rated Capacity (BRC)," describes the number of occupants that can be housed in any juvenile facility or housing unit, based on compliance with all applicable standards. The maximum capacity for a room or specific area is based on the physical plant requirements in effect at the time the facility was designed. Special use areas such as sheltered housing for minors needing medical or mental health services, safety rooms, rooms dedicated solely to disciplinary segregation and holding cell capacities, are not included in the maximum capacity.

SECTION 13-201 (B) EXCLUSIONS.

Title 24 of the California Code of Regulations, Sections 13-201 and 460A, which pertain to planning and design of juvenile facilities, shall be applicable to facilities for which architectural drawings have been submitted to the State Board of Corrections for review. These requirements shall not be applicable to facilities that were constructed in conformance with the standards of the Department of the Youth Authority or the Board of Corrections in effect at the time of initial architectural planning. However, an existing juvenile facility built in accordance with construction standards in effect at the time of construction shall be considered as being in compliance with the provisions of this article unless the condition of the structure is determined by the facility administrator or other appropriate authority to be dangerous to life, health or welfare of minors. When any facility, designed and constructed under earlier standards, can comply with a more recently adopted requirement, the least restrictive regulation shall apply.

If, in the course of inspection of local juvenile facilities, the Board of Corrections determines that a facility planned or built prior to these regulations does not meet the appropriate, applicable standards in effect at the time of initial architectural planning, the local governing body shall submit to the Board of Corrections for their approval within one

year of such inspection a plan for causing that facility to meet current standards. Such a plan shall include the specific building areas that need to be remodeled and/or constructed, a definite time period over which the proposed modifications are planned, and a cost estimate including a description of the method of financing.

Guideline: Physical plant regulations date back a number of years and have been revised several times. The intent of this regulation is to identify under which version of the regulations a facility's physical plant is inspected. Facilities constructed at a specific point of time are considered "grandfathered" into the subsequent revisions of these regulations. "Grandfathering," allows a facility to be measured by the regulation in place when the facility was planned and constructed. This is determined by the date of the letter of intent [**Section 13-201(c), Letter of Intent**]. Accordingly, the facility will not be required to meet new and more restrictive physical plant regulations each time the regulations are revised. Facilities previously approved by the Department of the Youth Authority or Board of Corrections meet the "grandfather" requirements.

Determining what regulations to measure a facility against is sometimes difficult since it might be years between the time plans were first drawn and when the facility was actually constructed. Some juvenile facilities have been designed under one set of regulations but not built until after new regulations were adopted. In cases like these, it can be to the department's advantage to comply with the more current regulations. The Board of Corrections will work with facility administrators and architects to bring the design into compliance with the revised regulations, when cost effective, before the facility is constructed.

SECTION 13-201(C) INITIAL PLANNING FOR A LOCAL JUVENILE FACILITY

Section 13-201(c) 1. Letter of Intent.

A county, city, city and county or regional juvenile facility that intends to build or remodel any local juvenile facility shall file a letter of intent with the Board of Corrections.

Guideline: Detention facilities have an operational life expectancy of at least 30 years, and often longer. A systematic assessment of needs and thoughtful program planning prior to construction can mean the difference between a facility that will be economically useful over three decades or one that will be a major drain on public funds, an obstruction to staff efficiency and a source of litigation.

The letter of intent initiates a working partnership between the local authorities and the Board of Corrections. This partnership not only helps ensure that the planned construction conforms to state regulations but also helps the local authorities access Board resources.

The letter of intent should include a description of the project, an estimated timeline and the names(s) of key individuals responsible for the project. Submitted prior to the schematic design phase [**Section 13-201(c)5, Submittal of Plans and Specifications**], the date of the letter of intent establishes the revision of the **Title 24** regulations that will be used to review the project. The letter of intent should be directed to the California State Board of Corrections, Facilities Standards and Operations Division.

Few jurisdictions have the "in house" expertise in juvenile facility construction to design, build or remodel the facility. Penal Code Section 6029 requires that the Board be contacted whenever building or remodeling in excess of \$15,000 is contemplated. (Please see the discussion of **Penal Code Section 6029** in the **Introduction** for more about the requirements related to contacting the Board of Corrections.)

Section 13-201(c) 2. Needs Assessment

Any county, city, city and county, or regional juvenile facility intending to construct a new juvenile facility, or expand the rated capacity of the current facility, shall complete a needs assessment. One copy of the needs assessment shall be submitted to the Board of Corrections prior to submitting plans and specifications. There are two types of needs assessments:

A. Comprehensive Needs Assessment. The Comprehensive Needs Assessment shall include:

- 1. a description of the elements of the system;**
- 2. a description of the department's management philosophy/process;**
- 3. a description of the current minor population;**
- 4. a description of the classification system;**
- 5. a description of the program needs, including planned academic programs and special education programs, and an analysis of performance in using programs which can reduce secure facility requirements;**
- 6. an analysis of the corrections' system trends and characteristics which influence planning assumptions about future change, including: population projections, projections of minor population and program costs based on continuation of current policies, and projections of the impact of alternative policies or programs on minor population growth and program costs;**
- 7. a history of the system's compliance with standards including the adequacy of staffing levels and the ability to provide visual supervision;**
- 8. a history of the adequacy of record keeping;**
- 9. the ability to provide confidential interviews and medical exams, and;**
- 10. a discussion of unresolved issues.**

B. Targeted Needs Assessment.

- 1. For expansion of an existing facility, a targeted needs assessment may be submitted if a comprehensive needs assessment has been submitted and accepted by the Board of Corrections within 5 years.**
- 2. The Targeted Needs Assessment shall include any update and/or changes to the previous Comprehensive Needs Assessment and provide information affirming its validity and accuracy.**

Guideline: There are two types of needs assessments. Comprehensive Needs Assessment and a Targeted Needs Assessment. The exact content and type of Needs Assessment will vary depending on the nature of the proposed construction project. Board staff is available to assist in planning and organizing an assessment study.

Elements of the System: This section will include a description of the space needs of the addition or new construction, including but not limited to:

1. facility type;
2. single occupancy rooms;
3. double occupancy rooms
4. dormitories;
5. dayrooms;
6. intake/release/processing;
7. visiting;
8. academic classroom space;
9. program space;
10. medical and mental health services;
11. exercise area(s);
12. attorney interview room(s);
13. confidential interview room(s);
14. central and other control rooms;
15. administration;
16. staff stations;
17. public areas;
18. kitchen/food service;
19. laundry;
20. receiving space;
21. maintenance space; and,
22. storage.

Department Management Philosophy/Process: This section requires an overall evaluation of the department's operating system, vital in the early stages of design. Analyzing the system's history of crowding, general condition lawsuits, lack of staff, and/or lack of funding is important, as is a thorough inquiry, review and investigation of past practices. In addition, the design of the existing facilities within a detention system can provide direction for the new construction. This includes analyzing current housing options (e.g., single/double occupancy rooms vs. dormitories) and the adequacy of existing medical/mental health care space.

Current Minor Population: The description of the current population should include: offense characteristics; sentence status; average length of stay; release mechanisms; previous criminal history; criminal sophistication; gender; and special needs.

Classification System: This section will describe what classification system will be used along with the objectives of the classification system. Housing considerations for the following should also be addressed: protective custody; administrative segregation; civil commitments; management of disruptive minors; management and placement of minors with disabilities; suicidal minors; and other minors requiring special housing.

Program Needs: This is a description of the program needs, including planned academic programs (e.g., GED, high school credit classes, community college offerings, special education classes, etc.). The demographics of the current and projected juvenile population should be

considered when developing program needs. The descriptions should include program needs for various types of facilities (i.e., juvenile halls, special purpose juvenile halls, and camps). The second component of this section should include the jurisdiction's experience with detention alternatives such as: misdemeanor citations; bail; own recognizance release; supervised release; home detention; electronic monitoring; drug courts; mental health courts; and other forms of diversion that can reduce secure facility requirements.

Corrections System Trends and Characteristics: This is an analysis of local trends and characteristics and should address: city and/or county population growth and observed factors that could affect the level of criminal activity in the jurisdiction; trends in felony and misdemeanor arrests; trends in average daily populations of detention facilities; considerations relative to special juvenile populations including females; and other indicators of shifts in the composition of the juvenile population. These population issues will be important in the design of a new or remodeled facility. For example, the projected number of male and female juveniles could indicate a particular layout of the receiving area to accommodate both male and female detainees, while keeping them separated from one another. Population projections may result in building several special use rooms on the assumption that at least one will be needed for female minors and one for male minors.

Status offenders as described in **Welfare and Institutions Code Section 601 (WIC)**, if housed in a juvenile hall, must remain separate from minors described in **WIC Section 602**. The facilities designed to receive, hold and house status offenders must include the following areas:

1. reception/intake and admission;
2. sleeping;
3. dining;
4. toilets and showers;
5. visiting;
6. medical examination room; and,
7. recreation.

(Refer to **WIC Section 207**, which states, "Minors detained in juvenile hall pursuant to **WIC Section 601 and 602**, may be held in the same facility provided they are not permitted to come or remain in contact within the facility.")

The requirement for program costs projections based on the continuation of current policies provides a baseline against which the potential of alternative programs can be measured and also serves to identify emerging problems. Projections of the impact of alternative policies or programs on juvenile population growth and program costs point toward exploring alternative methods to control and manage offender populations. This assessment should project start-up as well as operational costs for each alternative.

History of the System's Compliance with Standards: The ability and/or willingness to comply with **Minimum Standards for Juvenile Detention Facilities** can be an indicator of future compliance. This section requires an historical description of the system's compliance with regulations including: Board of Corrections biennial inspections; annual health inspections

[**Health and Safety Code Section (HSC) 101045**]; annual fire inspections (**HSC Section 13146.1**); lawsuits/claims; founded complaints; and other pertinent information.

A complete staffing plan is a required element in the program statement [**Section 13-201(c)3 Program Statement**]; however, this section should describe the jurisdiction's ability to staff current facilities, any difficulties in recruitment, selection and retention of staff and other historical factors relating to adequacy of staffing levels.

Visual supervision, where staff is stationed in a housing unit or adjacent control room, in addition to roving about the housing areas is very effective in controlling juveniles' behavior and being aware of the mood and activities occurring in the facility. This section should describe the department's ability to provide visual supervision based on facility design and adequacy of staff.

Adequacy of Record Keeping: This section relates to the jurisdiction's adequacy of record keeping including, but not limited to: fiscal records; booking/arrest records; criminal history and classification records; incident reports; grievances; disciplinary records; and healthcare records.

Ability to Provide Confidential Interviews and Medical Exams: This section relates to the jurisdiction's ability to provide for confidential interviews and medical exams as described in **Section 460A.1.24, Confidential Interview Room** and **Section 460A.1.14, Medical Examination Room**.

Unresolved Issues: The needs assessment study will most likely reveal issues that must be resolved and key decisions that must be made before any new or revised program can be implemented. These should be explicitly noted in the study under discussion of unresolved issues.

Section 13-201(c) 3. Operational Program Statement.

Unless the construction or remodeling is of a minor nature, not affecting the capacity or flow of the facility, an operational program statement shall be developed by the facility administrator and submitted to the Board of Corrections for the purpose of providing the basis upon which architectural plans are drawn. The operational program statement must be submitted with the schematic architectural plans required by Section 13-201 (c) 5 of these regulations and must include a description of the following:

- A. intended capacity of facility;**
- B. security and classification of minors to be housed;**
- C. movement within the facility and entry and exit from secure areas;**
- D. food preparation and serving,**
- E. staffing;**
- F. booking;**
- G. visiting and attorney interviews;**
- H. exercise;**
- I. programs;**
- J. medical services, including the management of communicable diseases;**
- K. cleaning and/or laundering;**

- L. segregation of minors;**
- M. court holding and movement;**
- N. mental health services;**
- O. facilities for administration and operations staff;**
- P. staff to staff communications system;**
- Q. management of disruptive minors;**
- R. management of minors with disabilities, with provisions for wheelchairs, gurney access, and for evacuation during emergencies;**
- S. architectural treatment of space relative to preventing suicides by minors;**
- T. method of implementing California Penal Code Section 4030 relating to the holding of offenders requiring incarceration without the necessity of unjustified strip searches; and,**
- U. school programs.**

Guideline: The needs assessment study addresses "what" and "why;" the program statement addresses "how." The program statement describes how the facility will work. The program statement differs from the architectural program, which discusses considerations such as space allocations and required adjacencies as a prerequisite to the preparation of architectural drawings. The program statement embodies the philosophy of the facility and is the basis for its design and operation. Facility operational philosophy should dictate facility design.

The program statement is useful for the Board of Corrections in reviewing the facility plan. Board staff seeks to verify that the facility design is consistent and appropriate to what the program statement describes.

The regulation specifies the components of the program statement and the following subsections require expansion:

Subsection B. Describe the security level (i.e., maximum, medium and minimum) and the classification of the juveniles to be housed (e.g., males and females, juveniles with special needs, gang members, etc.).

Subsection D. Describe the food preparation and serving. Will minors eat in dayrooms, in centralized dining areas(s), or in some classifications, in their rooms?

Subsection E. There are certain elements that are critical to a successful **staffing plan** that will enable a facility to operate in compliance with **Title 15**. The Board of Corrections may need additional information (or fewer components) to assess the plan depending on such factors as the scope of the project, current facility operations, and the department/facility's history of compliance with **Title 15**. The following is a list of elements that should be contained in the plan:

1. Facility Organizational Chart: Include an organizational chart that depicts all positions assigned to the facility, as well as the job classification of each position. It is important to include support or contract personnel (e.g., medical providers, food

services, etc.). The chart should distinguish between existing positions and those to be added as a result of the construction/remodel project.

2. Job Descriptions: Include a description of each class/type of personnel to be utilized in filling the positions and staffing the facility. This should include the job title, duties and functions of each classification, and whether part-time or full-time employees will staff the positions.
3. Post Assignments: This element should contain a description of all the facility positions that will be filled; the shift hours each position will work (i.e. 4/10, 12/5, 8/5, 5 days or 7 days a week; 8, 10, 12 or 24 hours a day, etc.), and the post orders (or duties) for each position. Identify existing and new positions, plus the classification of each employee that will be filling the new positions.
4. Relief Factor: Include a relief factor for each employee classification and post assignment. The relief factor is a multiplier used in determining the number of personnel needed to fill one position. The calculation is based on actual available working hours per employee. It requires an evaluation of all time off (or away) from work for each classification of employee. Types of leave to be considered include, but are not limited to: vacation; sick leave; compensatory time off; administrative leave; injury on duty; court time; training (attending training, as well as being in an on-duty training status if not filling a post position); military leave; bereavement leave; and, family leave. Consult the Board of Corrections if assistance is needed to determine relief factors.
5. Selection and Hiring Process: Provide a brief description of the selection and hiring process for each classification of employee. It should be specific to each category of employee filling positions on the facility organizational chart, detailing the actual process involved for both elements. Additionally, specify the employees that will be subject to the Board of Corrections selection exam.
6. Court Mandates: Describe and attach copies of any existing court mandates or consent decrees, or information regarding any potential mandates that might impact facility operations, capacity or staffing.
7. Training Plan: This is a plan that details the types of training that will be required/provided for the various positions (whether full-time or part-time), as well as any on-the-job-training. **Title 15, Section 176, Juvenile Corrections Officer Core Course**, requires relevant staff to be "CORE" trained within their first year of job assignment. (However, it is desirable that staff be "CORE" trained, especially for new facilities, prior to the facility being completed/occupied.) In addition, **Title 15, Section 1322, Child Supervision Staff**, requires staff to receive 40 hours of orientation training before assuming primary responsibility for the supervision of minors.

8. Implementation Timeline: Provide a timeline that clearly illustrates when the employee selection, hiring and training will be accomplished. The timeline should also reflect the projected dates of occupancy of the facility.

Subsection F. Describe where and how reception/intake and admission will occur.

Subsection R. Describe how access to toilets and wash basins will be provided and what access is planned for minors with disabilities.

When Board staff considers the programs part of the program statement (Subsection I), the focus is on the consideration of such activities as: religious programming; education; exercise and recreation; counseling; and visiting. With regard to healthcare services (Subsection J), there is concern with where, how, and to what extent the necessary services will be provided, responding to emergency medical procedures, and similar considerations. Attention should also be given to current and projected needs for negative pressure respiratory isolation rooms for those minors who may be infected with airborne communicable diseases. The planning and discussion related to suicide prevention (Subsection S) is critical to the safety of minors and facility operation.

Many of the lettered sections of this standard are addressed in **Design Requirements, Section 13-201(c)6**. All of these **Title 15 and Title 24** regulations should be considered during the development of the program statement.

Section 13-201(c) 4. Facilities in Existing Buildings.

Wherever county, city, city and county, or regional juvenile facility intends to establish a juvenile facility in an existing building or buildings, notice shall be given to the Board of Corrections whose staff shall complete a survey to determine capacity of such buildings and shall make recommendations for necessary modifications. The proposing local government shall secure the appropriate clearance from the health authority, building official, and State Fire Marshal.

Guideline: It can be cost effective to convert an existing building or group of buildings into a juvenile facility. If such conversion is being contemplated, the Board must be notified and the full spectrum clearances and approvals must be obtained.

Section 13-201(c) 5. Submittal of Plans and Specifications.

All plans and specifications submitted to the Board of Corrections in compliance with Penal Code Section 6029 shall be in duplicate at the schematic design stage, at the design development stage and when final working plans and specifications are developed. A copy of the plans will be forwarded by the Board to the State Fire Marshal for review. Board of Corrections staff shall respond in writing indicating compliance or non-compliance with these regulations.

Guideline: **Penal Code Section 6029** requires cities and counties to submit plans and specifications to the Board of Corrections for review and recommendation before undertaking any local detention facility construction, reconstruction, remodeling or repair that exceeds an

aggregate cost in excess of \$15,000. This includes jails, juvenile halls and camps, correctional treatment centers, and any other local detention facility project funded from local sources or through funding administered by the Board of Corrections. The Board's goal is to assist local agencies in building safe and secure detention facilities that meet local needs and operate efficiently, effectively and in compliance with the **Minimum Standards for Juvenile Facilities**.

The plan review process begins when a department submits their letter of intent [**Section 13-201(c)1**] regarding planned construction to the Board of Corrections. Upon this initial contact, Board staff sends an acknowledgement letter and information packet to the agency's contact person(s). This information packet contains documents that are designed to assist the agency in understanding the design process and related requirements and milestones associated with the Board's role in project development and review. It provides pertinent information that should be circulated among all project participants (e.g., architects, consultants, operational and financial administrators, etc).

In addition, the Board of Corrections recommends that a pre-design conference be held involving all parties having responsibility for the success of the proposed project. The department should request a pre-design conference as early as possible in the design and planning process. This is especially important if a project requires review by federal, state or other agencies whose regulations may apply beyond those noted here. Participants will typically include Board of Corrections staff (i.e., field representatives, plan reviewer, State Fire Marshal), facility administration/staff, project administration (i.e., both fiscal and contract administration), and design team members (e.g., architect, construction manager, etc.). It is essential that local facility administration and those who are charged with operation of the project facility maintain ongoing involvement during the entire design and construction process.

Additional design conferences may be held as required during the facility planning process. Design conferences give the facility administration and design team an opportunity to provide Board of Corrections staff with a current overview of the project and allow for the early identification and resolution of design and operational problems. While the Board of Corrections recommends these additional meetings, they should be scheduled at the discretion of the facility administration and design team as such meetings may not be warranted for relatively simple projects.

Title 24 requires that plans and specifications be submitted to the Board of Corrections in duplicate. One set is reviewed by Board staff for compliance with **Title 24, Minimum Standards for Juvenile Facilities**. The State Fire Marshal reviews the second set for compliance with fire and life safety regulations. Both reviews occur "in-house" at the Board of Corrections office but are conducted independently. Board of Corrections staff completes a *Title 24 Compliance Review* and provides a written response to the project contact person (or designee). State Fire Marshal staff conducts their review by marking drawings and specifications and returning these marked documents to the architect. This marked "Check Set" must be returned to the State Fire Marshal as part of the next submittal to the Board of Corrections.

This regulation requires that projects must be submitted for review at each phase of design:

1. Schematic Design (SD): Plans and specifications are approximately 30 percent complete (e.g., site plan, facility floor plan, exterior elevations, interior sections, construction type, gross square footage, preliminary specifications, etc.) and are accompanied by the program statement.
2. Design Development (DD): Plans and specifications are approximately 50 percent complete (e.g., architectural floor plans that include: dimensional data; room designations; wall types/ratings; door and window schedules; civil; structural; mechanical; plumbing; and, electrical drawings; and, specifications developed to include detention hardware, fixed equipment and furnishings, etc.). This submittal is to include the staffing plan.
3. Construction Document (CD): Plans and specifications developed to the 100 percent level (bid documents) along with any other special interest items related to the project.

Plans are to be submitted in 1/8" scale or larger. Submitted materials should also be clearly identified by Board of Corrections plan review number (all projects) and/or grant project number (state/federal-funded projects)..

Section 13-201(c) 6. Design Requirements.

- A. The design of a local juvenile facility shall comply with provisions of California Code of Regulations, Title 24, Part 2, Section 460A.
- B. The design of a juvenile facility shall address the following:
 - (1) Fire safety. The provisions of Title 19 as they relate to juvenile facilities shall be incorporated into the facility design.
 - (2) Suicide hazards. Architectural plans shall be reviewed by the Board for the purpose of reducing hazards posed by fixtures and equipment which could be used for an act of suicide by a minor. The facility design shall avoid any surfaces, edges, fixtures, or fittings that can provide an attachment for hanging or other opportunity for self-inflicted injury. The following features shall be incorporated in the design of sleeping rooms, bathrooms, and any other area where a juvenile may be left alone:
 - a. plumbing shall not be exposed. Operation of control valves shall use flush buttons or similar. Drinking water spout, if any, shall be without curved projections;
 - b. towel holders shall be ball-in-socket or indented clasp, not pull-down hooks or bars;
 - c. supply and return grilles shall have openings no greater than 3/16 inch or have 16-mesh per square inch;
 - d. beds, desk surfaces, and shelves shall have no sharp edges and be configured to prevent attachment;
 - e. light fixtures shall be tamper resistant;
 - f. fixtures such as mirrors shall be mounted using tamper resistant fasteners;
 - g. fire sprinkler heads inside rooms shall be designed to prevent attachment; and,

- h. telephone cords shall be of minimum length to facilitate use.
- (3) **Health and sanitation.** Provisions of Subchapter 5, Title 15, California Code of Regulations, and of the California Uniform Retail Food Facilities Law as they relate to juvenile facilities shall be incorporated into the facility design.
- (4) **When adding new sleeping rooms to a juvenile hall, not less than 10% of them shall be single occupancy, unless the juvenile hall can demonstrate that its current number of single occupancy rooms will equal at least 10% of the new Board rated capacity. In addition, single or double occupancy rooms shall be that number, determined by the facility administrator, necessary to safely manage the population of the facility based on a comprehensive needs assessment which accounts for minors projected to be:**
 - a. mentally disordered;
 - b. custodial problems; and/or,
 - c. likely to need individual housing for other specific reasons as determined by the facility administration.

The total number of single or double occupancy rooms shall be identified.
- (5) **Staff and safety.** Facilities shall be designed and/or equipped in such a manner that staff and minors have the ability to summon immediate assistance in the event of an incident or an emergency.
- (6) **Heating and cooling.** Provision shall be made to maintain a comfortable living environment and meet the energy requirements of Part 2 (California Building Code), Part 4 (California Mechanical Code), and Part 6 (California Energy Code) of Title 24, California Code of Regulations.
- (7) **Acoustics.** Dayroom areas shall be designed and constructed so that the noise level does not exceed 65 decibels and a reverberation time less than 1.5 seconds. Sleeping areas shall have a noise level no higher than 35 decibels and a reverberation time less than 1.5 seconds. The heating, ventilating and air conditioning noise level shall be no higher than 35 decibels in sleeping areas and classrooms.
- (8) **Spaces for the disabled.**
 - a. **Housing room.** A room for a minor with a disability requiring a wheelchair, must have an appropriate entry and a toilet, washbasin and drinking fountain which the minor can utilize without personal assistance.
 - b. **Other space within the security perimeter** such as dayroom and activity areas shall be located such that a disabled minor will not be excluded from participating in any program for which they would otherwise be eligible. An accessible shower for disabled minors shall be available.
 - c. **Spaces outside the security perimeter.** Public areas of a local juvenile facility shall comply with the applicable chapters of Title 24, Part 2 of the California Code of Regulations.
- (9) **Security.** Facility design shall provide security and supervision appropriate to the classification level of minors in custody.
 - a. The facility perimeter shall be controlled by appropriate means to ensure that minors remain within the perimeter and to prevent access by the general public without proper authorization.

- b. Security glazing shall be used where it defines the secure perimeter of buildings. It shall also be used at appropriate interior locations to ensure a secure and safe environment for minors and staff.
- (10) **Medical/mental health care housing and treatment space.** There shall be some means to provide health care housing and treatment of ill and/or infirm minors. When the operational program statement for a facility indicates that medical care housing is needed, such housing must provide lockable storage space for medical instruments and must be located within the security area of the facility accessible to both female and male minors, but not in the living area of either. Treatment spaces and the medical care housing unit shall be designed in consultation with the health authority. If negative pressure isolation rooms are being planned, they shall be designed to the community standard. Medical/mental health areas may contain other than single occupancy rooms.

Guideline: The requirements set forth in this section constitute a statement of fundamental principles that governs the design of local juvenile facilities. Specific rules relating to the implementation of many of these principles are provided in **Title 24, Part 2, Section 460A**.

Fire Safety: There are other **Title 24** regulations, in addition to the facility-related regulations contained in **Parts 1 and 2**, that impact facility design. Especially with regard to fire safety, architects must take into consideration all of the building regulations contained in **Title 24** and the non-building regulations, such as those requiring fire extinguishers, that are contained in **Title 19**.

Suicide Hazards: Board staff can assist in identifying appropriate light fixtures, clothing hooks, air vent covers and fire sprinkler heads that will reduce the risk of suicide. Handrails/grab bars may be required by local building code or the ADA; however, special consideration should be given to their placement and design to minimize recognized hazards to the safety of a suicide prone juvenile. Metal strips, grates, or holes in bunks that provide an area for suicide are to be prevented and eliminated to the extent possible.

Specific suicide hazards also relate to the placement of telephones and their receiver cord length. If telephones are placed in areas where juveniles have free access they should be well supervised and should be equipped with short receiver cords. There are also alternative telephone designs that eliminate the cord entirely.

Health and Sanitation: Design and planning to meet health and sanitation standards will require the knowledge of experts and individuals with experience in operating and designing the kitchen and in selecting the appropriate equipment. In addition to **Title 24, Part 5, California Plumbing Code**, the local environmental health agency should be consulted. Water temperature for dishwashing and sanitizing, laundry equipment, water for food handlers' hand washing and tempered water for showers are considerations needing planning and review. Storage areas for food are always major considerations in the food preparation areas.

Single and/or Double Occupancy Rooms: When adding sleeping rooms to a juvenile hall, at least 10 percent of them must be single occupancy, unless the juvenile hall can demonstrate that

its current number of single occupancy cells will equal at least 10 percent of the new Board rated capacity. This requirement applies only to juvenile halls (not special purpose juvenile halls or camps).

Some minors are not appropriate for double occupancy rooms, such as those requiring administrative segregation, mentally disordered minors or those who pose other custodial problems. Facility policy and procedures, together with the classification plan should outline criteria to safely manage the juvenile population.

When designing a facility and assessing the number of single and/or double occupancy rooms, the architect and facility administrator must look at the building (and each building in the system) as a whole. It is essential to consider, in addition to the criteria identified in this regulation, the elements defined in **Part 2, Title 24**, such as: square footage; toilets; showers and wash basins; tables and seating; exercise area(s); and academic classrooms. Also essential to consider are the exiting requirements in the State Fire Marshal's regulations (**California Building Code, Title 24, Section 1022A of the Appendix to Chapter 10**). Each of these has bearing on how the building(s) can be used and how much flexibility the facility administrator will have in operating the facility or modifying its functions over its useful life.

Staff and Safety: When evaluating the safety of staff and minors, control rooms are a consideration that requires special attention. Control room staff could have a medical or other emergency that requires immediate aid. The architect and facility administrator should decide how entry to the secure control area(s) would be made in such circumstances. If one person is to be in a control center for a full shift, providing access to a toilet, without breaching security, is important.

Heating, Cooling and Ventilation: Generally, temperature control will vary between seasons. Absent local requirements to the contrary, reasonable ranges are between 66 to 78 degrees during summer months and 63 to 73 degrees during winter months. Constructed of concrete and steel, facilities tend to be cold. If thermostats are maintained at the low end of the range in the winter, be prepared to provide minors with extra blankets and clothing to keep them from being uncomfortably cold.

The ventilation system should be designed in accordance with **California Energy Commission** regulations relating to areas other than offices. The Board of Corrections recommends an air exchange rate of 10 cubic feet per minute for each occupant as a general guideline. Consideration must be given to preventing the transmission of airborne diseases and the ventilation requirements of negative pressure isolation rooms. The design of the heating, ventilation and air conditioning system(s) can help in that regard by preventing potentially contaminated air from medical or housing areas from being vented to other parts of the facility.

Acoustics: It is difficult to design a facility to produce acceptable sound levels when cost saving is a driving factor. New generation facilities, however, have gone a long way in inadvertently controlling sound. This is accomplished by decentralizing services for juveniles (e.g., visiting, dining, medical care, etc.), and the design of controlled housing areas; solid room fronts (in lieu of open steel bar fronts), solid swing doors (in lieu of open steel bar doors), intercoms at mouth

levels and more efficient heating, ventilating and air conditioning (HVAC) units. However, due to security concerns, the surfaces are still hard (concrete and steel) thus contributing to a high level of noise.

Some counties have retrofitted their facilities after experiencing intolerable noise levels that often challenged the effectiveness of the audio monitoring system. Not all problems can be anticipated and retrofitting is not necessarily a poor way to approach the acoustics solution, especially if budget is a consideration. Retrofit designs respond to the actual noise problems encountered in the facility, and allow acoustical designers to strategically place acoustic materials to maximize their fullest potential.

Spaces for Persons with Disabilities: Facility administrators and architects need to be aware that there are other state and federal requirements related to persons with disabilities in addition to this regulation and those others in **Title 15** and **Title 24**. The **Americans with Disabilities Act (ADA)**, in particular, will affect the design of a facility and should be considered when planning new construction or undertaking renovation.

Security: The external perimeter is an important and integral part of the overall design requiring considerable evaluation. Outside security fencing, delivery areas, public entrances, outside lighting and numerous other factors must be evaluated.

The maintenance and repair work inside a facility requires tools and equipment necessary to complete the work. Although somewhat expensive, designing buildings with an external chase to repair plumbing fixtures or electrical components eliminates most problems associated with a lost screwdriver, the misplaced hacksaw, etc. Workers are able to enter the external chase and complete the work outside the inmate housing units.

Floor drains are an additional maintenance area that relates to security. Floor drains are an important consideration in facility design. The drains become critical in handling situations of flooding by disruptive minors. The drains can decrease the likelihood of damage to the facility and can speed the restoration of order. Further, retrofitting a facility with floor drains at a later time may prove to be cost prohibitive.

In general, the direction of room door swing is one of the more important staff safety and security issues to consider. Regulations require that locked holding room, locked sleeping room, single and double occupancy sleeping room doors swing in an outward direction. Outward-swinging doors allow staff to maintain positive control of the door. They also decrease the potential for staff to be pulled into a sleeping or holding room. Inward-swinging doors can be blocked, preventing staff from entering a sleeping or holding room in an emergency. All doors inside the security perimeter should be examined with reference to swing direction and staff security/safety. Where appropriate, doors that open laterally (sliding doors) may be an acceptable alternative to swinging doors.

Careful consideration should also be given to the selection of appropriate facility glazing material. In some areas of a detention facility, security glazing will be required. "Security glazing" is transparent glass-clad composite (polycarbonate) material specifically designed to

resist damage or breakage as the result of singular, periodic or sustained attacks. Tempered glass, regardless of thickness, does not meet the security requirements of security glazing. See **Section 460A.2.10 Security Glazing**, for specific minimum test standard requirements. Each glazed opening in a custody facility, both interior and exterior, should be carefully assessed with reference to the type of glazing it receives. Depending on the location within a facility, appropriate glazing may include all types of glass from standard commercial grades to ballistic 60-minute attack resistant.

In addition to the appropriate type of glazing, window frames should be carefully designed so that the security of openings is not compromised by the frame itself. Careful attention must be given to the location and type of stops and fasteners used in securing glazing to the frame. Individuals have escaped from detention facilities by removing the glazing in non-contact visiting areas. In these incidents, stops securing the glazing were constructed with security screws on the public side to prevent tampering by those in custody. However, visitors had access to tools to remove security screws. When a visitor removed security screws from the stops and then removed the glazing, escape was possible. Individuals in custody were then able to escape through the opening and out of the public side of visiting. To prevent removal of glazing in non-contact visiting and any other similar area, tack welds could be applied to each security screw that secures glazing in the frame. This applies to both old and new facilities, regardless of the side on which security screws are installed.

Medical/Mental Health Care Housing and Treatment Space: The design requirements for the health care housing and treatment spaces are very specialized requiring the advice and counsel of experts. The facility administrator, in consultation with the health administrator, will need to evaluate the level of medical and mental health service to be delivered at the facility and what level of service will be provided in hospitals, outpatient clinics, or doctors' offices. This care includes the services of dentists, x-ray requirements, office space and rooms for filing of medical information. The guidelines and regulations in **Title 15, Article 8, Health Services**, provide the procedural requirements for the health care of minors.

Other Design Considerations:

Modesty: Modesty (or privacy) has been the source of litigation in adult facilities and is of particular importance in facilities that hold both male and female minors. Related to this section are **Section 460A.1.22**, which requires audio or video monitoring systems but suggests that visual electronic surveillance should not be used in toilet or bathing areas, and **Sections 460A.2.1** and **460A.2.4**, which requires that toilet and shower areas provide modesty for minors with staff being able to visually supervise. These are essentially two contradictory concepts in any detention facility – minors' modesty on one hand and staff supervision on the other. The difficulties inherent in achieving a workable balance may be complicated by cross gender supervision, but the problem is not insurmountable. As noted in the guideline to **Section 460A.2.1, Toilets/Urinals**, the configuration of toilet and shower areas may be such that it affords the level of modesty necessary.

Wet Holding Rooms/Dry Holding Rooms: Facility administrators are faced with determining if locked holding rooms in the intake/release area will include toilet fixtures ("wet rooms") or if

toilet fixtures will be excluded from these areas (“dry rooms”). The “wet room” design reduces demands on staff and provides added operational flexibility (Staffing costs are 14 to 19 times construction costs over a 30-year facility life cycle). The disadvantage of “dry room” design is that staff must be readily available to escort minors from the holding room to required toilet facilities.

A review of **Title 15** regulations and guidelines and **Title 24, Part 2**, physical plant regulations and guidelines will provide further information regarding operational and design requirements. Laundry facilities, requirements for religious services and an on-site chaplain, programs beyond education provided in health services, arts and crafts, special vocational training classes, accommodations for disabled minors and those individuals requiring special education are all important design considerations.

Section 13-201(c) 7. Pilot Project.

A pilot project is the short-term method used by a local juvenile facility/system approved by the Board of Corrections, to evaluate innovative programs, operations or concepts which may not comply with the regulations but meet or exceed the intent of these regulations.

The Board of Corrections may, upon application of a city, county or city and county, grant pilot project status to a program, operational innovation or new concept related to the operation and management of a local juvenile facility. An application for a pilot project shall include, at a minimum, the following information:

- A. the regulations which the pilot project shall affect;**
- B. any lawsuits brought against the applicant local juvenile facility, pertinent to the proposal;**
- C. a summary of the "totality of conditions" in the facility or facilities, including but not limited to;**
 - (1) program activities, exercise and recreation;**
 - (2) adequacy of supervision;**
 - (3) types of minors affected; and,**
 - (4) classification procedures.**
- D. a statement of the goals the pilot project is intended to achieve, the reasons a pilot project is necessary, and why the particular approach was selected;**
- E. the projected costs of the pilot project and projected cost savings to the city, county, or city and county, if any;**
- F. a plan for developing and implementing the pilot project including a time line where appropriate; and,**
- G. a statement of how the overall goal of providing safety to staff and minors shall be achieved.**

The Board of Corrections may consider applications for pilot projects based on the relevance and appropriateness of the proposed project, the applicant's history of

compliance/non-compliance with regulations, the completeness of the information provided in the application, and staff recommendations.

Within 10 working days of receipt of the application, Board staff shall notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Board of Corrections members from requesting additional information necessary to make a determination that the pilot project proposed actually meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application shall be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application shall be considered.

When an application for a pilot project is approved by the Board of Corrections, the Board shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for the pilot project. Regular progress reports and evaluative data on the success of the pilot project in meeting its goals shall be provided to the Board. The Board of Corrections may extend time limits for pilot projects for good and proper purpose.

If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

Pilot project status granted by the Board of Corrections shall not exceed 12 months after its approval date. When deemed to be in the best interest of the applicant, the Board of Corrections may extend the expiration date. Once a city, county, or city and county successfully completes the pilot project evaluation period and desires to continue with the program, it may apply for an alternate means of compliance. The pilot project shall be granted an automatic extension of time to operate the project pending the Board of Corrections consideration of an alternate means of compliance.

Guidelines: Please see **Title 15, Sections 1303, Pilot Projects and 1304 Alternate Means of Compliance**, as well as **Title 24, Sections 13-210(c)8, Alternate Means of Compliance**. The concepts behind operations requests (**Title 15**) and physical plant requests (**Title 24**) are similar.

Regulations provide practical standards for facility design and operation; however, since differences occur among jurisdictions, and new practices become available, this section allows for innovative experimentation with new approaches to meet the intent of these regulations. An approach may take the form of a pilot project, and after completing an evaluation period, may be considered for approval as an **Alternate Means of Compliance (Section 13-210(c)8)**. If the approach proves successful and if it has statewide applicability, it will be considered for incorporation into regulation during future revisions.

Both the pilot project and the alternate means of compliance require Board of Corrections approval; the facility administrator must also work with Board staff to initiate this process. The regulation describes criteria by which the Board will evaluate the potential project and monitor its effectiveness. To be considered, the department must demonstrate that their proposed approach at least meets or exceeds the intent of the original regulation. Pilot project status is generally granted for a one-year development and testing period; however, at its discretion, the Board may extend the pilot project timeframe. When a pilot project has successfully completed the period of testing and development, and within 30 days prior to expiration of the pilot, the department may apply for an alternate means of compliance.

Section 13-201(c) 8. Alternate Means Of Compliance.

An alternate means of compliance is the long-term method used by a local juvenile facility/system, approved by the Board of Corrections, to encourage responsible innovation and creativity in the operation of California's local juvenile facilities. The Board of Corrections may, upon application of a city, county, or city and county, consider alternate means of compliance with these regulations either after the pilot project process has been successfully evaluated or upon direct application to the Board of Corrections. The city, county, or city and county shall present the completed application to the Board of Corrections no later than 30 days prior to the expiration of its pilot project, if needed.

Applications for alternate means of compliance shall meet the spirit and intent of improving facility management, shall enhance, be equal to, or exceed the intent of, existing standard(s), and shall include reporting and evaluation components. An application for alternate means of compliance shall include, at a minimum, the following information:

- A. any lawsuits brought against the applicant local facility, pertinent to the proposal;**
- B. a summary of the "totality of conditions" in the facility or facilities, including but not limited to:
 - (1)program activities, exercise and recreation;**
 - (2)adequacy of supervision;**
 - (3)types of minors affected; and,**
 - (4)classification procedures.****
- C. a statement of the problem the alternate means of compliance is intended to solve, how the alternative shall contribute to a solution of the problem and why it is considered an effective solution;**
- D. the projected costs of the alternative and projected cost savings to the city, county, or city and county if any;**
- E. a plan for developing and implementing the alternative including a time line where appropriate; and,**
- F. a statement of how the overall goal of providing safety to staff and minors was or would be achieved during the pilot project evaluation phase.**
- G. when remodeling, a statement which indicates that the alternate means of compliance will provide an enhanced compliance with current regulations, if full compliance cannot be achieved.**

The Board of Corrections may consider applications for alternate means of compliance based on the relevance and appropriateness of the proposed alternative, the applicant's history of compliance/noncompliance with regulations, the completeness of the information provided in the application, the experiences of the jurisdiction during the pilot project, if applicable, and staff recommendations.

Within 10 working days of receipt of the application, Board staff shall notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Board of Corrections members from requesting additional information necessary to make a determination that the alternate means of compliance proposed meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application shall be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application shall be considered.

When an application for an alternate means of compliance is approved by the Board of Corrections, the Board shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for which the alternate means of compliance shall be permitted. Regular progress reports and evaluative data as to the success of the alternate means of compliance shall be submitted by the applicant. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

The Board of Corrections may revise the minimum standards during the next biennial review based on data and information obtained during the alternate means of compliance process. If, however, the alternate means of compliance does not have universal application, a city, county, or city and county may continue to operate under this status as long as they meet the terms of this regulation.

Guideline: Please see Title 15, Sections 1303, Pilot Projects and 1304, Alternate Means of Compliance, as well as Title 24, Sections 13-201(c)7, Pilot Projects. The concepts behind operations requests (Title 15) and physical plant requests (Title 24) are similar.

The alternate means of compliance is initiated either by applying to the Board 30 days prior to the conclusion of a pilot project or upon direct application. Typically, projects will have completed an evaluation period as a pilot project prior to going before the Board of Corrections to request a more permanent approval of their alternate approach to the regulation. As with pilot projects, the department must demonstrate that their approach at least meets or exceeds the intent of the original regulation and the focus is on how the pilot project goals were achieved.

An alternate means of compliance is a more permanent authorization for an alternative approach to compliance than the pilot project. Approval is typically considered "permanent" as long as the department implements the approach in the manner approved by the Board; however, the Board

may determine another timeframe on a case-by-case basis. An alternate means of compliance is granted under an identifiable set of circumstances. If the local agency materially alters the circumstances, the Board retains the authority to vacate the alternate approach for compliance. If the alternate means of compliance approach has universal application, it will be taken into consideration during future regulation revisions.

SECTION 460A.1 DESIGN CRITERIA FOR REQUIRED SPACES

Section 460A.1.1 Reception/Intake Admission.

In each juvenile hall, space used for the reception of minors pending admission to juvenile hall shall have the following space and equipment:

- 460A.1.1.1. weapons locker as specified in 460A.2.9;**
- 460A.1.1.2. a secure room for the confinement of minors pending admission to juvenile hall as specified in 460A.1.2;**
- 460A.1.1.3. access to a shower;**
- 460A.1.1.4. a secure vault or storage space for minors' valuables;**
- 460A.1.1.5. telephones accessible to minors; and,**
- 460A.1.1.6. access to hot and cold running water for staff use.**

Guideline:

Weapons Locker: Refer to the discussion of **Section 460A.2.9, Weapons Lockers**, regarding this section.

Locked Holding Room: **Section 460A.1.2** requires that an adequate locked holding room must be included as part of the reception area. Some new facilities provide an open holding area adjacent to the intake and admission area for those individuals awaiting processing who do not need to be confined in a locked room. Having both open seating and a secure holding room provides the facility staff with useful options; however, an open holding area cannot be a substitute for the locked holding room.

Shower: Access to a shower is required in all facilities where intake/admission and housing occur. Placing a shower in the intake area is less staff intensive and improves cleanliness and sanitation prior to placing newly detained minors in their housing unit.

Secure Storage: Provision for secure storage of watches, jewelry, and other valuables is a sensible and necessary precaution. This regulation requires access to a secure vault or storage space for valuables and could help protect facilities from alleged and actual loss of valuables. The secure space called for in this section can be part of the overall storage required (**Sections 460A.1.18, Institutional Storage**, and **460A.1.19, Personal Storage**) but it must be separate enough to be secure. It is advisable to limit the number of keys to the secure vault or storage area. The facility manager will need to establish policy and procedures and a system of key control, to ensure accountability.

Telephone: The regulation requires that telephones be accessible to minors in the intake area. Locating telephones in admission and housing areas eases management and movement problems. It also helps reduce tension for the minors because they can contact significant persons outside of the facility. See the guidelines to **Section 13-201(c)6, Design Requirements**, for recommendations regarding the placement of telephones and the length of the receiver cords. Telephones need to be in a location that is supervised.

Wash Basins: Generally, little is known about juveniles' health during the intake process. Hand washing is an important element in stopping the transmission of communicable diseases (**Section 1410, Management of Communicable Diseases** and **Section 1430, Intake Health Screening**). For this reason, staff must have access to a suitable place for hand washing in the reception/intake and admission area. (While not addressed in this regulation, access to toilets hand washing space also makes sense in housing areas.) Although this is largely a staff safety issue, under the purview of the California Occupational Safety and Health Administration (OSHA), facility planners must to make available wash basins with hot and cold water in or near the intake and admission area.

Additional Considerations: This regulation defines the minimum requirements for the reception/intake and admission area. It does not address all of the functions that are normally carried out in this part of a juvenile facility. In designing a reception intake/admission area, consider whether the following functions will occur:

Fingerprinting: Fingerprinting is an intrinsic part of the booking process and appropriate space must be available in the reception/intake and admission area. Space should be allowed for the person who is taking the fingerprints to stand alongside the person being printed as well as room for the LiveScan or other equipment required.

Photography: Photographing minors and taking their fingerprints, is a standard part of the intake process for which space should be provided.

Medical Examination Room: The reception/intake and admission area can be an appropriate location for a nurse's room or examination room. The appropriateness of this placement is driven by the program statement [**Section 13-201(c)4**] and size of facility. Medical exam room(s) also need to be accessible to other facility residents (**Section 460A.1.14, Medical Examination Room**).

Classification Area: The decision as to whether an individual is a suitable candidate for a release or diversion program often will be accomplished in the reception/intake and admission area, in an office, or other place where staff can talk confidentially with minors.

Interview Room(s): One or more multipurpose interview rooms can be useful in the reception/intake and admission area. They may be used for a variety of purposes such as probation, parole and attorney interviews and should be subject to continuous visual observation by staff. **Section 460A.1.24, Confidential Interview Room** describe these spaces.

Clothing Issue: Once a minor has showered, that person is issued clothing. It may not be appropriate to store clothing and possessions (other than valuables) in or near the reception area; but space should be provided in that area for the issuing clothing.

Janitorial and Miscellaneous Storage: Few facilities have adequate general storage space. Storage for janitorial supplies and other materials should be included in the plan for the reception area.

Staff Functions: Office space is normally required for record keeping and other clerical activities associated with the intake and admission process. Including a supervisor's office will allow key personnel and other interactions to take place confidentially in the reception area. Space for staff toilet facilities should also be included and consideration should be given to providing an area for arresting officers to make telephone calls and produce paperwork..

Section 460A.1.2 Locked Holding Room.

A locked holding room shall:

- 460A.1.2.1. contain a minimum of 15 square feet of floor area per minor;**
- 460A.1.2.2. provide no less than 45 square feet of floor space and have a clear ceiling height of 8 or more feet;**
- 460A.1.2.3. contain seating to accommodate all minors as specified in Section 460A.2.8;**
- 460A.1.2.4. be equipped with a toilet, wash basin and drinking fountain as specified in Section 460A.2, unless a procedure is in effect to give the minor access to a toilet, wash basin and drinking fountain;**
- 460A.1.2.5. maximize visual supervision of minors by staff; and,**
- 460A.1.2.6. have an outward swinging or lateral sliding door.**

Guideline: It is important that the minor be placed in a living unit at the earliest possible opportunity and locked holding rooms are only intended for short term use. Typically, locked holding rooms are located in the reception/intake and admission area of a juvenile facility. Facility planners should consider other locations for locked holding rooms in planning the new facility. For instance, locked holding rooms in medical examination areas may allow for increased safety and security for staff and minors while minors are waiting to see health care staff.

The limitation on the capacity of locked holding rooms is predicated on two basic premises: (1) the difficulty of providing effective supervision for large numbers of minors; and (2) flexibility in terms of segregation. Both ease of management and flexibility are improved by having several relatively small holding rooms, as opposed to one or two large rooms. This allows for any separation of minors and observation as determined to be necessary during the intake process. Please see the **Introduction** for a discussion of the clear ceiling height and the guidelines for **Design Requirements [Section 13-201(c)6]** for a discussion regarding wet holding rooms, dry holding rooms.

Visual Supervision: To maximize visual supervision of minors as required in this regulation, the locked holding room must have a window large enough and at an appropriate height so that staff

can see into the entire room without stepping inside. Every effort must be made to avoid "blind" corners or areas hidden from the view of staff. Since it is also necessary to provide for the modesty of minors using the toilet, appropriate modesty panels or partitions should be considered in combination with where the toilet is located in the room.

Closed circuit television (CCTV) should not be used to supervise minors in any type of rooms/cells or living areas, as it is extremely difficult for staff to maintain an adequate level of attention viewing a television monitor focused on a relatively static situation. CCTV is more appropriate for hallways, corridors and elevators. If used in certain cells, it can only supplement (not replace) direct observation by staff. (See the guideline to **Section 460A.1.22, Audio Monitoring**, for more discussion on this issue.)

The maximum capacity of a locked holding room is determined by the most restrictive of either square footage as discussed in this regulation (15 square feet of floor space per minor) or by the available seating (eighteen inches of bench for each person) as discussed in **Section 460A.2.8, Seating**. See the guidelines to **Section 460A.1.1, Reception/Intake Admission**, for a discussion regarding open holding areas.

Section 460A.1.3 Natural Light.

Visual access to natural light shall be provided in locked sleeping rooms, single occupancy sleeping rooms, double occupancy sleeping rooms, dormitories and dayrooms. Natural light may be provided by, but is not limited to, skylights or windows in dayrooms, windows in adjacent exterior exercise areas and in sleeping rooms and/or dormitories.

Guideline: Natural light in sleeping areas and dayrooms is required in all juvenile facilities. Security concerns must be considered in designing the new facility with respect to the size of windows, location of windows and the type of glazing. The Board of Corrections recommends narrow windows, from 3" to 5" wide. This should eliminate windows as an avenue of escape.

A window in every room is not necessary to meet this requirement; the natural light provided by skylights is very workable. The window does not need to be clear if outside visibility is a concern. The glass may obscure visibility, but still allow light in the required areas..

Section 460A.1.4 Corridors.

Corridors in living units shall be at least 8 feet wide.

EXCEPTION: Where room doors are staggered, or if rooms are located on only one side, hallways shall be at least 6 feet wide.

Guideline: This regulation is applicable to facilities of linear design. It does not apply to the podular designs that allow for direct supervision into living areas.

Section 460A.1.5 Living Unit.

A living unit in a juvenile hall shall be a self-contained unit containing locked sleeping rooms, single and double occupancy sleeping rooms, or dormitories, dayroom space, toilet, wash basins, drinking fountains and showers commensurate to the number of minors housed, not to exceed 30 minors. A living unit shall not be divided by any permanent or temporary barrier that hinders direct access, supervision or immediate intervention or other action if needed.

Guideline: This regulation is specific to juvenile halls. The intent is that the living unit must contain sleeping areas (i.e., either locked sleeping rooms, single occupancy rooms, double occupancy rooms, and/or dormitories) and the commensurate dayroom space (**Section 460A.1.10**), toilets, wash basins, drinking fountains, and showers (**Sections 460A.2.1, 460A.2.2, 460A.2.3 and 460A.2.4**).

The ratio and number of single occupancy rooms, double occupancy rooms and dormitories in each juvenile hall are determined by the facility manager and planners during **Needs Assessment Study [Section 13-201(c) 2]**. However, when adding sleeping rooms to a juvenile hall, not less than 10 percent them can be single occupancy, unless the juvenile hall can demonstrate that its current number of single occupancy cells will equal at least 10 percent of the new maximum capacity established by the Board of Corrections [**Design Requirements (Section 13-201(c) 6)**].

Dividing a housing unit by employing a temporary or permanent barrier may increase the number of staff required for adequate housing unit supervision as it essentially create two separate units. It may also create an impediment to direct staff intervention during emergency situations. Agencies should work toward development and construction of housing units that optimize new generation design, encourage direct supervision, provide immediate delivery of services and access to minors, and promote staffing efficiency. .

Section 460A.1.6 Locked Sleeping Rooms.

Locked sleeping rooms shall be equipped with an individual or combination toilet, wash basin and drinking fountain. Doors to locked sleeping rooms shall swing outward or slide laterally.

Guidelines: Whether or not to include locked or unlocked sleeping rooms in your facility is a policy decision made during the needs assessment and early planning stages of your project. Discussion regarding locked/unlocked sleeping rooms may be found in **Section 13-201(c)6, Design Requirements**.

Locked sleeping rooms may be single or double occupancy rooms. Regulations require that they also include either a combination or individual toilet, wash basin, and drinking fountain.

See the guidelines, **Section 460A.1.22, Audio Monitoring System**, regarding a minor's ability to communicate with staff from locked rooms and **Section 13-201(c)6, Design Requirements** for additional information on the issue of door swing.

Section 460A.1.7 Single Occupancy Sleeping Rooms.

Single occupancy sleeping rooms shall provide the following:

- 460A.1.7.1. a minimum of 70 square feet of floor area;**
- 460A.1.7.2. a minimum clear ceiling height of 8 feet; and,**
- 460A.1.7.3. the door into this room shall swing outward or slide laterally and be provided with a view panel, a minimum of 144 square inches, constructed of security glazing.**

Guideline: When determining the design of a facility relative to single versus double occupancy rooms, consider **Sections 13-201 (c)2,3, and 6B(6)** with regard to the **Needs Assessment Study, Program Statement and Design Requirements**.

Section 13-201(c)6, Design Requirements, requires that when adding sleeping rooms to a juvenile hall, not less than 10 percent them can be single occupancy, unless the juvenile hall can demonstrate that its current number of single occupancy cells will equal at least 10 percent of the new maximum rated capacity established by the Board of Corrections. Regardless of the number of single rooms, each must meet the requirements of this section. See also **Section 460A.1.10, Dayrooms; Section 460A.2.1, Toilet/Urinals; Section 460A.2.2, Wash Basins; Section 460A.2.3, Drinking Fountains; and, Section 460A.2.4, Showers.**

Door view panels must consist of security glazing and be no less than 144 square inches in size. Varying dimensions and location of the view panel in the door may improve staff visibility into the room. Door construction materials and hardware must be commensurate to the level of security intended. Toilet areas are required to provide modesty for the minor without mitigating staff's ability to supervise (**Section 460A.2.1, Toilets/Urinals**).

Section 460A.1.8 Double Occupancy Sleeping Rooms.

Double occupancy sleeping rooms shall provide the following:

- 460A.1.8.1. a minimum of 100 square feet of floor area;**
- 460A.1.8.2. a minimum clear ceiling height of 8 feet and a minimum width of 7 feet; and,**
- 460A.1.8.3. the door into this room shall swing outward or slide laterally and be provided with a view panel, a minimum of 144 square inches, constructed of security glazing.**

Guideline: With two minors housed in a double occupancy room it may be worth considering raising the ceiling height from 8 feet to 10 or 12 feet, making it more difficult for minors to have access to the ceiling and fixtures. However, raised ceilings may result in increased construction and energy costs. See previous comments related to single occupancy rooms.

Section 460A.1.9 Dormitories.

Dormitories shall provide the following:

- 460A.1.9.1. a minimum of 50 square feet of floor area per minor with the minimum size of a dormitory being 200 square feet of floor area and a minimum 8 foot clear ceiling height;**
- 460A.1.9.2. designed for no fewer than 4 minors;**
- 460A.1.9.3. dormitories in juvenile halls shall be designed for no more than 30 minors; and,**
- 460A.1.9.4. Camps shall conform to 1 and 2.**

Guideline: Dormitory housing is suitable for minors classified as able to handle multiple occupancy living environment. This regulation specifies that dormitories in juvenile halls can be designed for no more than 30 minors.

There is no limit to the capacity of a dormitory in a camp. However, for the security and safety of minors and staff, there must be careful consideration regarding design and size of the dormitory as well as the number of minors housed there. The minimum size for a dormitory is 4 persons and 200 square feet. Physical plant regulations for juvenile facilities do not authorize or approve 3-person rooms.

For additional requirements for dormitories please see the guidelines to: **Section 460A.1.5, Living Unit; Section 460A.1.10, Dayrooms; Section 460A.2.1, Toilet/Urinals; Section 460A.2.2, Wash Basins; Section 460A.2.3, Drinking Fountains; and, Section 460A.2.4, Showers.**

Section 460A.1.10 Dayrooms.

Dayrooms in juvenile halls shall contain 35 square feet of floor area per minor. Dayrooms in camps and special purpose juvenile halls shall contain 30 square feet of floor area per minor. Access must be provided to toilets, wash basins, drinking fountains, and showers as specified in Section 460A.2.

Guideline: Dayroom space is a required component of the living unit. For each minor in a juvenile hall, 35 square feet of space is required. In camps, ranches and special purpose juvenile halls, 30 square feet of space is required. This space may be used for a variety of purposes, including visiting, dining, and recreation.

If this space is used for dining, tables and seating must be provided for each person being fed. In addition, special care must be taken in the placement of toilets and showers. Appropriate visual barriers are required to insure those fixtures are not in view during dining. These fixtures are to remain accessible. If used for visiting, appropriate number of seats and tables are needed to accommodate the minors and visitors.

Dayrooms normally include an area for T.V. viewing, reading, and recreation. Dayrooms cannot serve as academic classrooms (**Section 460A.1.12**).

Section 460A.1.11 Physical Activity and Recreation Areas.

Indoor/outdoor physical activity and recreation areas shall be designed as follows:

460A.1.11.1. Facility Capacity	Minimum Indoor/Outdoor Recreation space
40 or less	9,000 square feet
41-274	225 square feet per minor up to 61,650 square feet
275 or more	61,650 square feet, plus 145 square feet for each minor beyond 274 (up to a maximum of 87,120 square feet)

460A.1.11.1.1 At least one-quarter of the dedicated indoor/outdoor space shall be a paved or like surface.

460A.1.11.1.2 The required recreation area shall contain no single dimension less than 40 feet.

460A.1.11.2. A portion of the dedicated space for physical activity and recreation shall be out of doors and be of sufficient size and equipped in such a manner to allow compliance with Title 15, Section 1371, which requires at least one hour per day of outdoor activity for each detained minor.

460A.1.11.3. Lighting of outdoor recreation areas shall be provided to allow for evening activities and to provide security.

460A.1.11.4. Access must be provided to a toilet, wash basin and drinking fountain as specified in Section 460A.2.

Guideline: The 2001 regulation revision established an incremental increase in exercise space as compared to the earlier versions where the 41st minor triggered the requirement for a one-acre field area. This regulation retains the 9,000 square feet minimum requirement for 40 or fewer minors and adds 225 square feet for every minor up to 61,650 square feet (41 to 274 minors). If the population exceeds 274, the requirement would be 61,650 square feet, plus 145 additional square feet for each minor (275 and up). The chart in **Appendix A** provides a graphic demonstration of the square footage of exercise area that would be required based on incremental increases in facility population.

To meet the requirements of **Title 15, Section 1371, Recreation and Exercise**, planners should consult with experts in these activities to determine the desired indoor/outdoor physical activity and recreation areas.

Section 460A.1.12 Academic Classrooms.

There shall be dedicated academic classroom space for every juvenile in every facility. The primary purpose for the academic classroom shall be for education. Each academic classroom shall contain a minimum of 160 square feet of floor space for the teachers' desk and work area and a minimum of 28 square feet of floor space per minor. A communication system shall be provided in each classroom to allow for immediate response to emergencies. The classroom shall be designed for a maximum of 20 minors.

Guideline: There must be dedicated academic classrooms for every juvenile in each facility and the primary purpose for academic classrooms must be for education. The dayroom space in a living unit cannot double as a classroom. The maximum capacity of a classroom is set at 20 minors. Appropriate space must be available for providing social awareness programs pursuant to: **Title 15, Section 1370, Education Program; Section 1415, Health Education; and, Section 1416, Reproductive Services.**

Special attention must be paid to the number of personnel that will be assigned to a classroom (i.e., teacher aide(s), child supervision staff, etc.). The design should also reflect the need for sufficient electrical outlets, phone and data outlets and/or other special equipment in addition to the need for a communication system in each classroom to allow for immediate response to emergencies. It is strongly recommended that additional storage for classroom materials and equipment be provided.

Working in conjunction with the County Board of Education in the design process is encouraged to ensure the administrator and the facility can meet and/or exceed the requirements of the Education Code.

Section 460A.1.13 Safety Room.

A safety room shall:

- 460A.1.13.1. contain a minimum of 63 square feet of floor area and a minimum clear ceiling height of 8 feet;**
- 460A.1.13.2. be limited to one minor;**
- 460A.1.13.3. be padded as specified in Section 460A.2.7;**
- 460A.1.13.4. provide one or more vertical view panels constructed of security glazing. These view panels shall be no more than 4 inches wide nor less than 24 inches long which shall provide a view of the entire room;**
- 460A.1.13.5. provide an audio monitoring system as specified in Section 460A.1.22;**
- 460A.1.13.6. provide access to a toilet, wash basin and drinking fountain outside the room as specified in Section 460A.2; and,**
- 460A.1.13.7. be equipped with a variable intensity, security-type lighting fixture with controls located outside the room.**
- 460A.1.13.8. any wall or ceiling mounted devices must be designed to prohibit access to the minor occupant.**

Guideline: **Title 15, Section 1359 Safety Room Procedures,** describes the purpose and operation of these rooms and clarifies that they are not to be used for disciplinary purposes. As noted in the guideline for that section, the conditions that cause a minor to be placed in a safety room require that the minor remain under direct visual supervision (i.e., constant staff presence). The need for this type of room should be evaluated during the **Needs Assessment [Section 13-201(c)2]** and the operation of the room should be addressed in the **Program Statement [Section 13-201(c)3]**.

Size and Clear Ceiling Height: Safety rooms are designed to minimize the risk of accidents and injuries and the possibility of self-inflicted injuries. It is especially important that safety rooms be designed with a clear ceiling height of at least eight feet to prevent tampering with light

fixtures, fire sprinklers, and other mechanical features in the room. There are to be no beds, tables or seating which would allow minors to access fixtures on the ceiling. See **Introduction** for further discussion of clear ceiling height.

View Panels and Padding: The purpose of the four-inch wide vertical view panels is to allow facility staff to see all of the safety room without having to enter the room, while still protecting the minor from self-inflicted injury. Due to the width of the view panels, it may be necessary to have more than one view panel to see the entire space.

There have been instances in which the required padding has been beveled around the view panel into this room. While this detail may prohibit a minor from tearing at the wall padding, it may also allow for an opportunity to bang his or her head against the hard surface of the view panel. The original intent for the four-inch maximum width for the view panel was to provide a wide enough space without providing a location for self-inflicted injury. If the padding is beveled around the view panel, the intent of the safety room padding is lost. The view panel with padding cannot exceed a maximum width of four inches.

Padding must cover the entire floor, the doors, the walls and everything on them to a clear height of eight feet. For this reason, locating the audio monitoring device in a ceiling mounted fixture is recommended. If this room is provided with a wall mounted intercom station, the cover plate would need to be covered with cell padding to a maximum width of four inches (**Section 460A.2.7, Padding**). Particular attention to the State Fire Marshal's regulation pertaining to fire sprinklers and padding is recommended during the early planning stages of safety rooms.

Audio Monitoring: **Section 460A.1.22** requires audio monitoring in safety rooms; however, there are unique concerns in providing audio monitoring here. The use of a call button activated by the minor, as allowed by this regulation, is not the best option. The call button activated by the minor presents several problems. Placement of a call button on the walls destroys the integrity of the room padding, intended to protect the occupant if he or she is intent on banging their head against the wall. Efforts to protect the call button and its related cover plate are potentially expensive and difficult to maintain.

A continuous voice monitoring system appears to have a better chance of both detecting emergencies and protecting the occupant; however, audio monitoring systems employing continuous sound monitoring are not error-free. They have the advantage of being able to be mounted in the ceiling or within the vent system, thus avoiding the hazard of the hard cover plate in a safety room. Staff should have an ability to control the volume to address the problem of disruptive persons who continuously scream and pound on the door; however, they should not be able to turn the system off. This system offers more advantages than the call button option.

Toilet, Washbasin and Drinking Fountain Access: The regulations require access to these fixtures as specified in **Section 460A.2, Design Criteria for Required Spaces**. The regulation specifically excludes the location such fixtures inside the safety room, as doing so would negate the protective value of the padded space and introduce elements that could be used for self-inflicted injury.

Fluids and Nutrition: **Title 15, Section 1359, Safety Room Procedures**, requires that minors in safety rooms are provided with fluids and nutrition. To accomplish this, consider installing a "food pass" in the door. This pass would be available to staff in the event that the minor's behavior in the room suggests that it would be unsafe to open the door to provide fluids and nutrition. These issues become increasingly problematic as the length of time in the room increases. The intent is that this room would only be used on a short-term basis and that the minor would be moved to other, more suitable permanent housing.

Wall or Ceiling Mounted Devices: Wall and ceiling mounted devices pose inherent dangers to minors placed in safety rooms. Therefore, all devices must be placed in areas inaccessible to the occupant. See earlier discussions in this section regarding clear ceiling height.)

Architectural solutions are not always possible for every problem encountered in the operation of a safety room. Determined minors may always be able to hurt themselves or damage the room. Staff should not be trained to depend exclusively on facility architecture to contain problems. The best design fails without good procedures and trained staff to utilize the physical plant in an effective manner.

Section 460A.1.14 Medical Examination Room.

There must be a minimum of one suitably equipped medical examination room in every juvenile facility. Medical examination rooms shall provide the following:

- 460A.1.14.1. space for carrying out routine medical examinations and emergency care and used for no other purpose;**
- 460A.1.14.2. privacy for minors;**
- 460A.1.14.3. lockable storage space for medical supplies;**
- 460A.1.14.4. not less than 144 square feet of floor space with no single dimension less than 7 feet;**
- 460A.1.14.5. hot and cold running water; and,**
- 460A.1.14.6. smooth, non-porous; washable surfaces.**

Guideline: Central to this regulation is the requirement that the examination room(s) be designed in consultation with the health authority. See **Section 13-201(a)3, Program Statement; Section 13-201(c)6, Design Requirements;** and, **Title 15, Section 1432, Health Appraisals/Medical Examinations** for more discussion regarding this issue.

Older facilities were typically not designed to handle medical requirements for today's population. The minimum examination room size, 144 square feet, is large enough to provide for an examination table, seating, writing surfaces and necessary storage. It should not be designed or used for a staff office or for storage of medical supplies that are not relevant to the examination process. This becomes important, not only with respect to having the necessary space to conduct an examination, but also to avoid obstructions in the event there is a need to physically subdue a minor who becomes assaultive during the examination.

This regulation requires that each facility must have at least one exam room; however, many facilities will require more than one such room to meet their operational requirements. When

more than one examination room is constructed, each room must meet the requirements of this regulation.

This regulation also requires lockable storage space for medical supplies to address the security issues of loose equipment that could be removed and used as a weapon. In addition, the requirement for hot and cold running water provides convenient facilities for cleansing the hands at any time during the medical examination. Foot or elbow controlled faucet valves are recommended.

Careful consideration must be given to locating the medical examination room(s). Privacy for the minor during this process is important. In addition, security and staff time escorting minors to the exam room must be considered. Having more than one medical examination room may facilitate access, address male/female separation issues and provide privacy for the minor.

Other design considerations may include: the need for a separate holding area for minors awaiting medical staff; an appropriate work area for nurses and physicians; and bulk medical storage. See **Title 15, Article 8, Medical Services**, and **Section 470A.1.15, Pharmaceutical Storage** for standards relating to the confidentiality of records, pharmaceutical storage and other pertinent information.

Section 460A.1.15 Pharmaceutical Storage.

Provide lockable storage space for medical supplies and pharmaceutical preparations as specified by Title 15 California Code of Regulations Section 1438.

Guideline: This locked storage space for medical supplies and pharmaceuticals is discussed in the guidelines to **Title 15, Section 1438, Pharmaceutical Management**. This locked space should be under the control of appropriately licensed personnel. The health authority and pharmacist should be consulted on the design and equipment for this space. Consideration should be given to equipping the pharmaceutical storage space with a locking refrigerator for the storage of temperature sensitive medications. A special purpose juvenile hall does not require a medical examination room, but as a practical matter, lockable storage is needed in the event the minor has a condition requiring medication.

Section 460A.1.16 Dining Areas.

Dining areas in juvenile facilities shall contain a minimum of 15 square feet of floor space and sufficient tables and seating for each person being fed. Persons being fed include minors, staff and visitors. Dining areas shall not contain toilets or showers in the same room without appropriate visual barrier.

Guideline: **Title 15, Article 9, Food**, contains specific standards for the preparation and serving of food in juvenile facilities. Other state regulations, such as the **California Uniform Retail Food Facilities Law (Health and Safety Code Division 104, Part 7, Chapter 4, Articles 1 – 8, Section 11370, et seq.)**, as well as various county regulations, affect the design and operation of dining facilities. Because of the complexity of these regulations, it is a good idea to consult with the local health department regarding the design of the dining area.

The **Minimum Standards for Juvenile Facilities** allow either centralized or decentralized dining. If a decentralized approach is selected, there must a method to deliver both hot and cold foods to the various dining areas, store food trays and carts, and clean the area after food is served. Minors in disciplinary lockdown, as well as those in special healthcare housing normally have their meals delivered to them.

This regulation does not require dedicated space for dining; however, if this space is not dedicated, planners must determine how the dining function will blend in with the other uses of the space.

If the **Program Statement [13-201(c)3]** indicates the intention to serve meals in shifts, then the design of the dining area(s) should allocate the amount of floor space and number of tables and seats for the number of people (i.e., minors, staff and visitors) who will be dining at any one time. For example, if a 100-person facility will have two shifts of dining, the dining area must contain adequate space, tables and seating for 50 people plus estimated staff and visitors. This applies to dining areas only. If dining is in a dayroom, dayroom space is required as described in **Section 460A.1.10, Dayrooms.**

Dining areas are a common location for disturbances. Provision for supervision by staff must be incorporated into the design of the area.

Although this regulation states that dining areas cannot contain toilets or showers in the same room without appropriate visual barriers, it is recommended that such fixtures be located elsewhere. The visual barrier may protect a seated minor from direct line of sight into a toilet or shower but it will not provide protection from the sounds and smells associated with the use of those fixtures..

Section 460A.1.17 Visiting Space.

Space shall be provided in all juvenile facilities for visiting.

Guideline: **Title 15, Section 1374, Visiting**, addresses visiting procedures. The number of visitors a facility can accommodate at any one time should be determined from the **Needs Assessment Study [Section 13-201(c)2]** and discussed in the **Program Statement [Section 13-201 (c)3]**. As a general rule, more visiting days allows departments to design an area that accommodates a smaller number of visitors at any one time.

In a juvenile facility, visiting space does not need to be exclusively dedicated to visiting. With attention to security requirements, other areas such as dayrooms, the dining area and the gymnasium may be used for visiting. Some new juvenile facilities are providing non-contact visiting booths with telephone-type communication devices or speaking ports. As more violent offenders enter the system, additional non-contact visiting may be warranted and worthy of consideration.

When planning visitation space, considerations include: a waiting area for visitors; lockers for visitors' property; a provision for metal detector(s); and a private area for facility staff to conduct interviews or visitor searches. Consideration should also be given to visitors and minors with

disabilities. Sheltered housing areas for health care may require separate visiting areas. Negative pressure respiratory isolation rooms equipped with closed circuit television cameras could be considered as opposed to an expensive retrofitting at a later date.

Section 460A.1.18 Institutional Storage.

One or more storage rooms shall be provided to accommodate a minimum of 80 cubic feet of storage space per minor. Items to be stored shall be institutional clothing, bedding, supplies and activity equipment.

Guideline: The requirement of 80 cubic feet of storage for every minor should be considered a minimum in the planning of a juvenile facility. Few existing facilities have enough storage space. Those that do not and must operate in an overcrowded condition are hard pressed to adequately manage the storage problem.

The State Fire Marshal considers most storage areas potential fire hazards because of the nature of the items stored; therefore, installation of sprinkler systems or other fire safety devices are required. Fire and safety regulations prohibit hallways and corridors from being used as storage areas.

There are several different storage requirements for juvenile facilities: the institutional storage outlined in this regulation; secure storage for minor's valuables (**Section 460A.1.1**); medical supplies (**Section 460A.1.14**); pharmaceutical storage (**Section 460A.1.15**); secure storage for personal clothing and belongings (**Section 460A.1.19**); safety equipment (**Section 460A.1.20**); and, cleaning and janitorial supplies (**Section 460A.1.21**). Storage needs must be closely reviewed. There is not only a potential problem with theft, but implements in these areas can also be used for planning escape or for weapons.

Security considerations, policy, procedures and classification should control minor's access to storage areas. Allowing minors on work assignments to have access to institutional equipment and supplies must be carefully supervised and classification should control which minors have access to which storage areas. While minors on work assignments may be allowed controlled access to institutional equipment and supplies, it is not appropriate for them to be in areas containing other minors' property.

The secure vault or storage space for valuables required in the reception, intake and admission area (**Section 460A.1.1**) may be part of the overall storage required by this section.

Section 460A.1.19 Personal Storage.

Each minor in a juvenile facility shall be provided with a minimum of 9 cubic feet of secure storage space for personal clothing and belongings.

Guideline: This regulation addresses the secure storage space that is needed for any personal property accumulated (e.g., arts and crafts, finished school projects, etc.) during a minor's stay in the juvenile facility. (Minors working on projects involving arts and crafts may develop many items for personal use or gifts for family and friends. This secure storage space could be used to

protect such items from being broken, destroyed or stolen.) Storage space is rarely sufficient. Minors who are temporarily held may require secure storage space. Also, if a facility exceeds its capacity, storage space will be strained.

Personal storage is sometimes located in the reception/intake admission area. While regulations do not preclude combining personal storage and the secure storage at intake, the storage needs are not necessarily compatible. There may be additional storage located in the minors' sleeping area.

Section 460A.1.20 Safety Equipment Storage.

In all juvenile facilities, a secure area shall be provided for the storage of safety equipment such as fire extinguishers, self-contained breathing apparatus, wire and bar cutters, emergency lights, etc.

Guideline: Required safety equipment could be used to aid in escapes or as weapons. Safety equipment must be properly secured in a location where it is readily accessible to staff in the event of an emergency, but inaccessible to minors. The State Fire Marshal and local fire authorities should be consulted regarding placement of fire extinguishers and other fire and life safety equipment..

Section 460A.1.21 Janitorial Closet.

In all juvenile facilities, at least one securely lockable janitorial closet, containing a mop sink and sufficient area for the storage of cleaning implements, must be provided within the security area of the facility.

Guideline: The rationale for this regulation is that security should not be breached to obtain janitorial supplies. In many facilities, minors are responsible for cleaning. It is reasonable to assume that inexperienced individuals will carry out cleaning activities. A plan for overall maintenance of the facility (**Title 15, Section 1510, Facility Sanitation, Safety and Maintenance**) should be included in the **Program Statement [Section 13-201(c)3]**.

Section 460A.1.22 Audio Monitoring System.

In safety rooms, locked holding rooms, locked sleeping rooms, single and double occupancy rooms and dormitories of juvenile halls and in locked sleeping rooms and single occupancy rooms of secure camps, there must be an audio monitoring system capable of actuation by the minor that alerts personnel.

Guideline: An audio monitoring system is required in juvenile halls and secure camps. The intent of this regulation is that the minor be able to speak to staff in the event of an emergency or other need. That communication may be provided by a voice actuated audio monitoring system or by a call button system actuated by the minor. Regular security checks should include verifying that the video monitoring system is fully functional and is being used appropriately by staff.

Closed circuit television (CCTV) monitors/cameras are purposefully not included in this regulation. Regardless of whether in a direct or an indirect supervision juvenile facility, video or audio monitoring should never be used as a substitute for active supervision by trained staff. When properly used, CCTV can aid and assist in making the most efficient and productive use of staff, but it must not replace frequent personal checking of minors by staff. Closed circuit television should not be solely relied on to monitor rooms and dayrooms, nor should it be used to view minors showering or using toilet facilities. Video monitors are more appropriate for monitoring corridors, sally ports, doors, exercise areas and blind spots. They can provide backup coverage for staff in safety rooms and in such circumstances as during feeding times in high security areas. Observing a minor on camera does not satisfy the requirement for direct visual supervision of a minor in a safety room (**Title 15, Section 1359, Safety Room Procedures**) or the regular room checks (**Title 15, Section 1328, Room Checks**).

Facilitating communication between staff and minors is essential. In many newer facilities, staff is stationed in glass-enclosed control booths and much of the routine communication with minors occurs electronically. Care should be taken to develop operational policies that assure that these barriers between staff and minors do not increase feelings of isolation and uncertainty, which may lead to behavioral problems. Uncertainty or lack of information is a significant contributor to disruptive behavior.

Section 460A.1.23 Emergency Power.

There shall be a source of emergency power in all juvenile facilities capable of providing minimal lighting in all living units, activities areas, corridors, stairs, and central control points, and to maintain fire and life safety, security, communications and alarm systems. Such an emergency power source shall conform to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code, California Code of Regulations.

Guideline: In an emergency affecting the electrical system in a facility, there are two absolutely critical factors. First, there must be sufficient electrical power available to maintain control of the facility security, including any audio and visual monitoring. Secondly, there must be sufficient power to continue the operation of fire-related devices (i.e., alarms, sprinklers, emergency lighting and exit signs) during the course of fire suppression and an orderly, controlled evacuation of the building. If central control electronically operates the doors in the facility, then power must be available to operate those doors. (See the **Introduction** to this document for further discussion about locking systems.) Facility administrators must assure that emergency power systems are tested regularly. Contact the local fire authority for required testing intervals and load information

Section 460A.1.24 Confidential Interview Room.

Confidential interview rooms shall contain a minimum of 60 square feet of floor area. In juvenile halls there shall be a minimum of one suitably furnished interview room for each 30 minors. In camps there shall be a minimum of one suitably furnished interview room for each facility. This interview room shall provide for confidential consultation with minors.

Guideline: The purpose of this regulation is to protect the rights of the minor with respect to confidential interviews with their physician, religious advisor or attorney. The interview room should not be equipped with audio or video monitoring devices. It is a felony (**Penal Code Section 636**) to eavesdrop or record by means of an electronic or other device conversations between a minor and physician, religious advisor or attorney without expressed permission from all parties. The location of this room(s) is a program issue and requires serious review and consideration.

Section 460A.1.25 Special Purpose Juvenile Halls.

Special purpose juvenile halls shall conform to all minimum standards for juvenile facilities contained in this section with the following exceptions:

- 460A.1.25.1. Physical Activity and Recreation Areas as specified in Section 460A.1.11;**
- 460A.1.25.2. Academic Classrooms as specified in Section 460A.1.12;**
- 460A.1.25.3. Medical Examination Room as specified in Section 460A.1.14; and,**
- 460A.1.25.4. Dining Area as specified in Section 460A.1.16.**

Guideline: The purpose of this regulation is to protect the rights of the minor with respect to confidential interviews with their physician, religious advisor or attorney. The interview room should not be equipped with audio or video monitoring devices. It is a felony (**Penal Code Section 636**) to eavesdrop or record by means of an electronic or other device conversations between a minor and physician, religious advisor or attorney without expressed permission from all parties. The location of this room(s) is a program issue and requires serious review and consideration.

Section 460A.1.26 Court Holding Room for Minors.

A court holding room shall:

- 460A.1.26.1. contain a minimum of 10 square feet of floor area per minor;**
- 460A.1.26.2. be limited to no more than 16 minors;**
- 460A.1.26.3. provide no less than 40 square feet of floor area and have clear ceiling height of 8 or more feet;**
- 460A.1.26.4. contain seating to accommodate all minors as specified in Section 460A.2.8;**
- 460A.1.26.5. contain a toilet, wash basin and drinking fountain as specified in Section 460A.2; and,**
- 460A.1.26.6. maximize visual supervision of minors by staff.**

Guideline: Minors are rarely held in court holding rooms for long periods of time. Limiting the capacity of court holding rooms is predicated on two basic premises: (1) the difficulty of providing effective supervision for more than 16 persons; and (2) flexibility in terms of individual segregation. Both ease of management and flexibility are improved by having several relatively small holding rooms as opposed to one or two large rooms. This allows for separation of minors or the placement for observation as deemed necessary.

Refer to the **Introduction** to this document for a discussion of the clear ceiling height required by this regulation. **Title 15, Article 15, Minors in Court Holding Facilities**, and those guidelines should be reviewed for additional information regarding this regulation.

SECTION 460A.2 DESIGN CRITERIA FOR FURNISHINGS AND EQUIPMENT.

Section 460A.2.1 Toilet/Urinals.

In living units, toilets must be available in a ratio to minors as follows:

460A.2.1.1. juvenile halls 1:6;

460A.2.1.2. camps 1:10; and,

460A.2.1.3. locked holding rooms 1:8.

One toilet and one urinal may be substituted for every fifteen males.

NOTE: Toilet areas shall provide modesty for the minor without mitigating staff's ability to supervise.

Guideline: See the guideline to **Section 13-201(c)6, Design Requirements**, for a discussion regarding minors' modesty at toilet and shower areas.

Toilet fixtures available for detention facilities range from items that are identical to those installed in regular commercial buildings to specially designed stainless steel security fixtures that are virtually indestructible. Security fixtures and their installations tend to be expensive; however, in terms of staff's and minor's safety, as well as long term maintenance, they are well worth the cost. Stainless steel fixtures are more durable and are therefore, preferable to vitreous china fixtures.

In some special housing areas, security fixtures are essential. In other areas where there is a relatively low probability of vandalism or using the fixtures (e.g., toilet seats) as weapons, commercial fixtures may be suitable. The keys to making effective, cost efficient decisions about furnishing and equipment are a carefully drafted **Program Statement [Section 13-201(c)3]** and an effective classification system (**Title 15, Section 1352, Classification**). It is not the purpose of the program statement to describe what kinds of toilets or other fixtures will be placed in specific areas of a facility. The program statement will discuss the classification of minors the facility expects to house, the level of security and types of housing to be provided. This will be the basis for determining the extent to which security fixtures are required.

Typically, operational costs over the 30-year life span for local detention facilities frequently total eight to ten times the original cost of building and furnishing the facility. Each decision regarding furnishings and equipment should be considered in terms of its impact on operational costs.

Section 460A.2.2 Wash Basins.

In living units, wash basins must be available in a ratio to minors as follows:

- 460A.2.2.1. juvenile halls 1:6;**
- 460A.2.2.2. camps 1.10; and,**
- 460A.2.2.3. locked holding rooms 1:8.**

Wash basins must be provided with hot and cold or tempered water.

Guideline: Refer to Toilets/Urinals (Section 460A.2.1) for discussion regarding security fixtures.

Section 460A.2.3 Drinking Fountains.

In living areas and indoor and outdoor recreation areas, drinking fountains must be accessible to minors and to staff.

- 460A.2.3.1. The drinking fountain bubbler shall be on an angle which prevents waste water from flowing over the drinking bubbler; and,**
- 460A.2.3.2. The water flow shall be actuated by a mechanical means.**

Guideline: This regulation allows the use of drinking fountain outlets with or without a mouth guard. The mouth guard may improve sanitation, but, if used, it should only be in highly visible areas. This is because the drinking fountain guard has been used for both suicide and suicide attempts. In addition, the guard has been used to pry handcuffs apart. Security concerns supersede health concerns. The penal bubbler is recommended for use in security areas.

The requirement that water flow be activated by mechanical means is intended to preclude the use of the older type combination fixtures with which water was diverted to the fountain by placing a finger underneath the basin filler. These fountains are unsanitary, spread germs and are the source of illnesses. Drinking fountains in the older facilities should be replaced with mechanically activated mechanisms when new fixtures are installed.

Section 460A.2.4 Showers.

In living units, showers shall be available to all minors on a ratio of at least one shower or bathtub to every six minors. Showers shall be provided with tempered water.

NOTE: Shower areas shall provide privacy for the minor without mitigating staff's ability to supervise.

Guideline: A tempered water valve limits the temperature of hot water supplied to the shower at a preset, safe, maximum temperature. It is important to place showers in locations that facilitate staff supervision to preclude the violence and sexual activities often associated with shower

areas. Modesty for the minor using the shower must also be provided [**Section 13-201(c)6, Design Requirements**].

The shower area should be constructed of materials that can be easily cleaned. Shower walls constructed of a porous material, such as cement (which absorbs water), are impossible to clean and promote the growth of mold and mildew. Smooth, impervious finishes (such as tile) provides economical maintenance even though they may cost more initially.

Shower floors should have a non-slip surface and the design should ensure that shower water does not drain into living areas. This may necessitate that a drain be located outside the shower or in a drying area directly adjacent to the shower. Adequate venting or exhaust systems are necessary so that steam will not obscure the parabolic mirrors that are sometimes used for security and to reduce damage to the area and fixtures when moisture builds up for long periods of time.

Facilities with sheltered housing for health care should consider installing a bath/soaking tub for medical purposes in addition to the required showers. Refer also to **Title 15, Section 1486, Personal Hygiene**.

Section 460A.2.5 Beds.

Beds shall be at least 30 inches wide and 76 inches long and be of the pan bottom type or constructed of concrete. Beds shall be at least 12 inches off the floor and spaced no less than 36 inches apart measured from any side of the bed. Beds placed at right angles may share a common corner but cannot overlap. Bunk beds must have not less than 33 inches vertically between the pan bottoms. In secure facilities, the bunks shall be securely anchored to the floor and/or wall.

Guideline: Solid bottom or concrete beds are specified because bedsprings present a security problem. Bedsprings can easily be made into weapons. The minimum size of 30 inches by 76 inches is a standard size that is readily available from a variety of suppliers (**Title 15, Section 1502, Mattresses**).

When evaluating the merits of steel pan-bottom beds versus concrete beds, consider how labor intensive room searches will be conducted. Poured-in-place concrete beds do not offer as many places to secrete contraband as the steel beds. With respect to the steel bed, the space between the wall and the bed can provide a juvenile a convenient hiding place for contraband.

Section 460A.2.6 Lighting.

Lighting in locked sleeping rooms, single occupancy rooms, double occupancy rooms, dormitories, dayrooms and activity areas shall provide not less than 20 foot candles (216 lx) of illumination at desk level. Night lighting is required in these areas to provide good visibility for supervision and be conducive to sleep.

Guideline: The 20 foot-candle requirement is intended to ensure that there is adequate light provided on work surfaces, such as a desktop, table, or other places where minors are expected to

read. Other portions of the living areas, such as the television area of a dayroom or the bed area of the room, do not need to be brightly illuminated. It is not necessary to meet the 20 foot-candle requirement throughout the living area; however, it is the intent of this regulation that academic classrooms be adequately illuminated at each student desk or station.

The type of light fixtures selected depends on security requirements as defined in the program statement. Security-type lighting fixtures may cost up to ten times as much as commercial fixtures; however, the additional cost may be offset when considering staff and minor safety, security and ongoing maintenance issues. It is good practice to allow minors some degree of control over the level of light in their rooms. This avoids the problem of staff being continually asked to adjust the lighting level. When minors have control over the level of brightness, there are fewer incidents of vandalism to lighting fixtures.

Section 460A.2.7 Padding.

In safety rooms, padding shall cover the entire floor, door, walls and everything on the walls, to a clear height of 8 feet. Benches or platforms are not to be placed on the floor of this room.

All padded rooms must be equipped with a tamper-resistant fire sprinkler as approved by the State Fire Marshal. All padding must be:

- 460A.2.7.1. approved for use by the State Fire Marshal;**
- 460A.2.7.2. nonporous to facilitate cleaning;**
- 460A.2.7.3. at least ½ inch thick;**
- 460A.2.7.4. of a unitary or laminated construction to prevent its destruction by teeth, hand tearing or small metal objects;**
- 460A.2.7.5. firmly bonded to all padded surfaces to prevent tearing or ripping; and,**
- 460A.2.7.6. without any exposed seams susceptible to tearing or ripping.**

Guideline: Refer to **Section 460A.1.13, Safety Room**, and **Title 15, Section 1359, Safety Room Procedures**, and the guidelines to those sections for more about cell padding and the importance of its integrity. The State Fire Marshal has not approved all room padding material. For this and other reasons, it is important that in planning a facility, the staff and the architect confer with the State Fire Marshal.

Padding is a high maintenance item. Since padding is very expensive to replace or repair, it is a good strategy to try to prevent potential damage via careful design and use of padded areas. Although this regulation requires padding in safety rooms to reach only to a height of eight feet, consider extending the padding to the ceiling of the room. This reduces the possibility that a minor might get enough of a grip to hold on the edge to strip the padding off the wall. It is important, too, that the door be flush with the inside wall to eliminate edges or corners whereby the minor might be able to pull away the padding

Section 460A.2.8 Seating.

Seating shall be designed to the level of security. When bench seating is used, eighteen inches of bench is seating for one person.

Guideline: There is a wide range of seating materials and designs available. Each has its own advantages and disadvantages relative to cost, durability, portability, security, fire safety, potential for injury due to accidents, and its potential for use as a weapon or to hide contraband. When determining the type of seating to be used in an area, consider the level of security of the area, activities, flow of minors through the area, and both routine and emergency staff access.

Insufficient seating can restrict the maximum capacity rating for dayrooms and holding rooms. The appropriate number and type of seating should be designed around functions planned for an area. This allows the maximum rated capacity for the space and also maximizes safety. Lightweight, individual chairs may be appropriate for some housing applications but are not recommended for general use in juvenile facilities both because they can become weapons and because they pose potential hazards during movement or in an emergency. The use of heavier seating equipment in lobbies and similar areas can eliminate some of these hazards while still offering portability and livability.

Solid, "bolted down" or poured-in-place seating is not flexible once it is installed, but it does provide the security required in areas such as reception/intake and admission areas, holding rooms and maximum security units where the traffic flow pattern has been predetermined.

In any application, consideration should be given to the frequency of searches and how labor-intensive these searches will be. Facility administrators and architects must consider both the types of materials and the design of the seating that will provide optimum durability with the least opportunity for secreting contraband.

Section 460A.2.9 Weapons Lockers.

Weapons lockers are required in all secure juvenile facilities and shall be located outside the security perimeter of the facility. Personnel shall not bring any weapon into the security area. Weapons lockers shall be equipped with individual compartments, each with an individual locking device.

Guideline: This regulation reflects the basic principle that firearms must not be taken inside the security perimeter due to the possibility that a minor might obtain possession of the weapon. Special care should be taken to locate weapons lockers outside of security areas and to design policy and procedures for transferring weapons out of the presence of minors.

When selecting a weapons locker, consider the size of the weapons that will need to be kept in the locker. Locking weapons in the trunk of vehicles may be an acceptable alternative if a facility has a locker that is too small for a particular weapon. The purchase of an adequate locker will preclude the need for alternatives.

There is sometimes confusion about what designates the security perimeter. Typically, the security perimeter is designated by security doors, construction type (i.e., concrete masonry walls), sallyport and electronic warning surveillance systems, all of which would need to be breached to get into or out of the facility. The security perimeter of a facility should be appropriate for the level of custody. A non-secure special purpose juvenile hall or camp will have a much different security perimeter from that of a juvenile hall.

Section 460A.2.10 Security Glazing.

Security glazing shall comply with the minimum requirements of one of the following test standards: American Society for Testing and Materials, ASTM F 1233-98, Class III glass, or; California Department of Corrections, CDC 860-94d, Class C glass, or; H. P. White Laboratory, Inc., HPW-TP-0500.02, Forced Entry Level III.

Guideline: Security glazing is an essential component of security and safety within a detention facility. The regulations outline specific testing criteria all security glazing must meet when used in a secure facility. Administrators and planners must identify all critical locations, as well as those required by regulations, and ensure that appropriate security glazing is installed in those locations. Particularly important are glazed openings that define building perimeters, interior locations where high security or safety considerations are paramount, and any location where security glazing is required by regulation (e.g. single or double occupancy sleeping rooms, etc.)

APPENDIX

Physical Activity and Recreation Areas

(Section 460A.1.11)

1998 Regulations

0-40 minors, 9,000 square feet.

41-100 minors, 52,560 square feet.¹

Over 100 minors, 61,560 square feet.²

2001 & 2003 Regulations

0-40 minors, 9,000 square feet.

41-274 minors, 225 square feet per minor up to 61,650 square feet.

Over 275 minors, 61,650 square feet, plus 145 square feet for each minor beyond 274.

0-40 minors	9,000 square feet	0-40 minors	9,000 square feet
41 minors	52,560 square feet	41 minors	9,225 square feet
100 minors	52,560 square feet	100 minors	22,500 square feet
101 minors	61,560 square feet	101 minors	22,725 square feet
274 minors	61,560 square feet	274 minors	61,650 square feet
275 minors	61,560 square feet	275 minors	61,795 square feet
400 minors	61,560 square feet	400 minors	79,775 square feet ³
600 minors	61,560 square feet	600 minors	87,120 square feet ⁴

¹ One acre (43,560 square feet) plus 9,000 square feet.

² One acre (43,560 square feet) plus 18,000 square feet.

³ 400 beds - 275 beds (break-off point) = 125 x 145 = 18,125 plus 61,650 square feet = 79,775 square feet.

⁴ Two acres equals 87,120 square feet.